

I.K.Gujral Punjab Technical University

Jalandhar-Kapurthala Highway, Kapurthala

(for upload on IKGPTU website)

To

Subject:- Regarding engagement of Pre- Auditor for Examining/ Pre-Audit of files for the financial year 2023-24.

As per above cited subject, you are requested to send the financial quote by 10 days from the date of issue of the letter (As per scope of work enclosed). The quotations may be send by Registered post or submit in person in the office of Finance Officer, 1st Floor, IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala between 10:00 am to 04:00 pm on any working day.

With Regards

Dinesh Juneja

Dinesh Juneja
28/12/2023

Deputy Registrar

(Finance & Accounts)

D

Cc: Incharge ITS Deptt., for upload on IKGPTU website.

Scope of Work: Pre- Audit/ Examining of Files.

1. To examine the files marked by the Finance & Accounts department as per the norms of the university (other than conduct/ evaluation & exam/ salary wages files).
2. To put up advisory note as per the requirement and discussion with the Finance & Accounts department.
3. To check that all the statutory/ deductions are made as the relevant laws.
4. To check that TDS/TCS/GST/Income Tax/ Custom Duty/ provisions etc. have been complied with as per laws at the time of payments.
5. To provide advise on any matter related to financial matter required by Finance & Accounts department.
6. The firm will have to depute one qualified staff and one semi qualified staff at least three days in a week or as and when required.
7. Any other work as per the directions of the Finance & Accounts department.