

APPLICATIONS FOR EMPANELMENT OF CHARTERED ACCOUNTANT(S) FOR ASSISTING THE BUREAU IN VARIOUS INVESTIGATION PROCESS IN ANTI CORRUPTION BUREAU.

The Director Anti Corruption Bureau J&K intends to empanel Chartered Accountants for various investigation process in this Bureau amongst Chartered Accountants registered with Institute of Chartered Accountants of India (ICAI). The empanelment will be purely on contractual basis.

Following dates are fixed for engagement of Chartered Accountants:-

1. Date of Publication:
2. Start date of Application:
3. Closing date of Form Submission of Application:

Eligibility Criteria:

1. The Firm shall have head Office/Branch Office in J&K;
2. The CA/CA Firm(J&K based) should be a CAG empanelled firm for PSU audit for the Financial year 2019-20 in J&K.
3. The Firm should be in existence for more than 08 years;
4. The Firm shall have experience of conducting bank Audits, coordinating with Investigation Agencies in matters of Bank Frauds etc.
5. The Firm shall have enough Professional Staff Strength, not less than 04 members (Professional Member/Staff).
6. Any existing member of the CA/CA Firms should have undergone FAFD course or shall have bank related investigative experience.
7. The Firm must not have been convicted by any Court of law(he must give a declaration);

Scope of Work:

A. Objective: To assist the Investigating Officers in scrutinizing cases/matters especially bank frauds in a time bound manner under investigation with the Department and giving expert advice on various cases related to financial irregularities, Misappropriation of funds, Disproportionate assets, Tax 'Evasion etc.

The firm should be willing to work anywhere as required by the Bureau for a fair investigation.

B. Tasks to be carried out:

1. To process the cases and provide expert advice/ opinion for financial matters.

2. The Consultancy Agency will ensure quick disposal of cases on daily basis to avoid any pendency in normal course as per the requirement mentioned.
3. To advise on accounting, financial and tax related matters and technical issues in financial institutions or bank related matters.
4. Any other job related to financial matter assigned by the Department including spreading financial literacy among ACB officials.
5. A senior official of the Consultancy Agency shall visit ACB Office as per the requirement.
6. In the event of end of contract, Consultancy Agency must divulge full details like list of files, pendency etc.
7. Shifting of files out of office premises is not allowed in any case. CA s are not allowed to interact with outsiders on ACB matters.
8. To advise on any other matter related to finance and accounts not mentioned above.

SECRECY:

During the term of agreement the Consultancy Agency shall take maximum precaution permitted by Indian laws to:

- i. Keep strictly confidential all the information, data collected by them in the course of execution of various assignments or furnished to it by this Department;
- ii. Prevent its employees to who it is necessary to disclose any such information from disclosing or divulging said information to a third party. If the Consultancy Agency fails in maintaining the confidentiality relating to the work of Department, action under relevant law of land shall be initiated against the firm.
- iii. In order to avoid conflict of interest, the CA/CA Firm should not have undertaken any audit related activity in the entity during the period for which the alleged crime related to bank frauds/enquiry is under investigation with ACB.

RESPONSIBILITY OF THE CHARTED ACCOUNTANT:

- a. The Chartered Accountant shall return in all circumstances all the related projects, documents, securities, files, etc., in original or otherwise, to the first party immediately on being demanded by this Bureau.
- b. The Chartered Accountant, in any case would not take more than the prescribed time period which is to be determined and communicated

by the Department at the time of assigning work to the Chartered Accountant as also at any subsequent stage, for disposal of any work/job assigned to the Chartered Accountant, unless and until there are justified reasons for the delay to be agreeable to Department.

- c. The persons engaged by the Chartered Accountant for disposal of the work assigned by the Department /discharge of the responsibility of the Chartered Accountant, there will be no liability to this effect whatsoever on of the Department.
- d. The Consultancy Agency Shall Not Sub-Contract the Job work Assigned to them without the prior written permission of the Department.

**APPLICATION FOR EMPANELMENT OF CHARTED ACCOUNTANT/ CHARTED
ACCOUNTANT FIRMS ON CONTRACT BASIS**

1.	Name of the Firm, full address, Contact No./E-mail	
2.	ICAI Registration Number of the Firm (FRN)	
3.	Constitution of the Firm	
4.	PAN/TAN NO. (Attach supporting documents)	
5.	Complete address of the Head Office. Telephone No. & FAX No.	
6.	Date from which the firm is in Practice	
7.	Taxable income for the last 3 years: 2016-17 2017-18 2018-19 2019-20 (Attach supporting documents)	
8.	Details of CA employees: (Attach separate sheet indicating qualification & experience explicitly mentioning FAFD course/investigation experiences.)	
9.	Details of branches, If any (No. of branches with addresses and brief profile of each branch)	
10.	Details of Experience: (i) No. of years of experience in Forensic Audit, Analysis of financial data, interpretation of financial statements etc (ii) No. of years of experience Bank Auditing. (iii) No. of investigative audits conducted in banks along with bank name and financial year. (iv) No. of cases where investigative assistance provided to any investigating agency along with name of cases and monetary quantum of case. (Attach supporting documents)	
11.	Details of empanelment, if any, with RBI, Banks. SEBI, C&AG, Income-tax Department, CBI, ED or similar investigation agencies (Attach supporting documents)	
12.	Client Profile	

UNDERTAKING

I solemnly declare that the information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Name & Signature of the Applicant:

Place:

Date: