


ANNAMALAI UNIVERSITY
(A State University - Accredited With "A" Grade by NAAC)

**NOTICE INVITING TENDERS FOR OUTSOURCING
OF CHARTERED ACCOUNTANT**

Annamalai University invites sealed tender application for Outsourcing of Chartered Accountant to perform the University related works. The details of the work to be carried out is published in the University Website www.annamalaiuniversity.ac.in

Interested Chartered Accountants are requested to submit their tenders in the sealed cover to "The Registrar (i/c), Annamalai University, Annamalainagar – 608 002" **on or before 21.02.2022.**

Date: 22.01.2022

REGISTRAR (i/c).

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**The details of the works assigned to the Chartered Accountant (Auditor)
on behalf of the University**

1. TDS filing for salary and Contractor for every quarter and arrange to issue Form 16 in time.
2. Preparation of tax returns to the Income Tax Department in time matching with Local Fund Audit Annual Account Report after complete verification of receipt and charges. Preparation and Management of financial reports, assets and liabilities etc.,
3. Arrange to get Income Tax Exemption Certificate (80G) for University from IT Department at the earliest and also obtain FCRA Account certificates.
4. Training, Supervision and Evaluation of accounting staff and arrange to computerize the financial activities of University accounts in coordination and interaction with Administrators, Programmers and staff of accounts sections and Local Fund Auditors of University.
5. Offer advice to develop and manage annual budget for the University and performs periodic cost.
6. Review and recommendations of Cash Management issues and Tax Management issues.
7. Co-ordinate with Local Fund Audit Department for preparation – submission of annual accounts to Government.
8. Attending the financial and tax related issuing with IT Department and from Funding Agency and also act as Advisor for all GST related matter issues from Government.
9. Proper directions to Management for funds related to MoU and management of funds related to research projects.
10. Consultancy relating Bank Deposits, Interest Rate, Term Deposit, Maturity, Fund Transfer, Withdrawal in all bank accounts and verification periodically.
11. Any lapses should be brought to the notice of the Finance Officer / Registrar and Vice-Chancellor.
12. Sign in all project related Utilization Certificates as University Auditor.
13. Monitor all receipts and expenses, where expenses exceed budget allotment and give brief notes to Administrators periodically.
14. Give advice to revise tuition, examination and other fees and fixation of fee and attend work related to Fee Fixation Committee, Court cases relating to audit which are pending in Court, if necessary.
15. To visit and supervise the above works once in ten days and to submit the periodical report and suggestions to the authorities.
16. To scrutinize and certify all other accounts including Alumni Association etc.,

Registrar(i/c).
Annamalai University.