Hiring Chartered Accountant Firm

Apply between 23 July 2026 and 29 July 2026

Apply via Email: administration@kathakkendra.in

The scope of work will be as under:-

(1). The accounts shall be prepared as per the guidelines and formats of Financial Statements as prescribed by COMPLIANCE AUDITING GUIDELINES C&AG of India The timely submission of Annual Accounts and filing of return as per the General Financial Rules and Income Tax Rules shall be ensured by the Chartered Accountant Firm.

(2). The CA Firm will reconcile bank accounts on monthly basis and for this purpose a dedicated staff (Article) shall be available during office hours throughout the Financial Year.

(3). The CA Firm will conduct periodical checking and prepare Accounts including scrutiny of ledgers, verification of all income & expenditure vouchers and bills.

(4). The CA Firm will conduct checks and compile accounts on quarterly basis and assist in taking suitable measures for improvement in preparation of accounts. The Finance Division will provide all support/ documents and files for this purpose. The preparation of quarterly accounts comprises of Trial Balance, Receipt and Payment Income and Expenditure and Balance Sheet along with schedules and workings, separately for Balance Sheet, Income and Expenditure and Receipt and Payment Account as applicable as per format as stated in Para above.

(5). After the compilation of final accounts Chartered Accountant Firm has to sign and seal Trial Balance, all ledgers, Bank Reconciliation Statements and details of accrued interest.

(6). Though, the CA Firm will submit duly signed and stamped, readable and reproducible copies of the Accounts and Ledgers as and when required and at the end of a specified period; a softcopy in widely acceptable and usable computer format which is compatible with dealing hand systems, will also be submitted to office of Kathak Kendra.

(7). The CA Firm will issue utilization certificate/s as and when required.

(8). The CA Firm will advise the Finance Division's staff from time to time for taking corrective steps so that the kathak kendra accounts are prepared as per acceptable standards accounting and practices.

(9). The CA Firm will offer opinion on taxation matters relating to income tax including TDS and GST as and when required. The CA Firm will also file income tax and GST returns as per requirement of the respective Act.

(10). The nominated representatives of CA Firm will attend all audits by Government agencies such as Principal Accountant General (Audit) Delhi (CAG Audit) and LFA (Directorate of Audit, Local Fund Accounts) and will assist office of kathak kendra in preparation of Audit responses as and when required.

(11). The nominated representatives of CA Firm will attend the meeting of Finance Committee or any other body or Committee of kathak kendra, as and when required by the Director.

(12). The above work will be completed by the Chartered Accountant Firm through his/her nominee/employee, who is expected to be well qualified, experienced and conversant with the best accounting practices to ensure compliance with relevant statutory govt. rules and laws etc. However, the responsibility of correctness of the accounts will remain with the CA himself.

(13). The Annual Accounts should be signed and handed over to the Director kathak kendra by the Chartered accounts firm upto 31st May of each financial year.

(14). The kathak kendra performed/ organised number of culture programmes etc. an audit to such events is to be undertaken for each Financial Year and to suggest standard operating procedures for the operation of such events and deficiency if any, so that improvement may be done.

(15). Any other work assigned from time to time as per the mutual.