

**NOTICE**

**INVITING APPLICATION FROM CA/CA FIRMS FOR EMPANELMENT OF THEIR NAMES AS AUDITOR IN THE OFFICE OF REGISTRAR CO-OPERATIVE SOCIETIES, JHARKHAND, RANCHI FOR CONDUCTING THE AUDIT OF THE CO-OPERATIVE SOCIETIES REGISTERED UNDER JHARKHAND CO-OPERATIVE SOCIETIES ACT, 1935 AND JHARKHAND SELF SUPPORTING CO-OPERATIVE SOCIETIES ACT, 1996.**

In terms with the 97th Amendment to the Constitution of India Jharkhand Co-operative Societies Act, 1935 and Jharkhand Self Supporting Co-operative Societies Act, 1996 has been amended and accordingly, Registrar Co-Operative Societies, Jharkhand, Ranchi proposes to prepare a panel of Chartered Accountant as auditors as envisaged in the amended Act.

Applications in the prescribed format are invited from eligible CA/CA firms having Head office / Branch office in Jharkhand, for preparation of a fresh panel of the auditors likely to be authorized to conduct the audit of the Co-operative societies registered under Jharkhand Co-operative Societies Act, 1935 and Jharkhand Self Supporting Co-operative Societies Act, 1996. The panel has to be prepared for a period of 3 years i.e. for the financial year 2018-19 to 2020-21. The categorization of CA/ CA firms has to be made on the basis of Eligibility criteria, Terms and condition and norms available on the website of the department. Audit fee shall be paid to the auditors by the Co-operative societies as per the schedule of fee decided by the Registrar of Co-operative Societies, Jharkhand.

Prescribed application forms may be downloaded from the website of the department i.e <http://jharkhand.gov.in>

Application form completed in all respect along with requisite documents and a DD of Rs.500 in favour of Registrar Co-operative Societies, Jharkhand, payable at Ranchi should reach latest by 25-02-2019 (6.00 P.M) in the office of Registrar, Co-operative Societies, Jharkhand, Ranchi. Engineers Hostel No.2, 2nd Floor, Dhurwa Golchakkar, Ranchi-834004.

*4.2.19*  
Registrar  
Co-operative Societies,  
Jharkhand, Ranchi

## Terms and Condition for Categorisation of CA/CA Firm

1. That the head office/Branch Office of the CA firm should be in Jharkhand.
2. That a certificate of registration of firm as Chartered Accountants from the office of the Institute of Chartered Accountants of India issued on or after 01.01.2018 may be annexed with the application form.
3. That a constitution certificate of the firm with full details of all the partners, if any including partnership details with any other firms may be annexed with the application form.
4. CAG Empanelment letter for the F.Y. 2018-19 should be enclosed.
5. RBI/MEF empanelment letter for the F.Y. 2018-19 should be enclosed.
6. Firm having partners with certificate course in Co-operative audit (ICAI) may be given preference. Relevant certificate should be enclosed.
7. Appointment letter from the organization audited by the firm should be enclosed with application form.
8. ITR, financial statement of the firm should be annexed with the application form.
9. The audit firm, which has been black listed, may not be included in the panel.
10. The incomplete applications, application received prior to the date of notice or after due date may not be considered for empanelment and the same may be rejected.

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## Eligibility

The applicants are expected to meet the following eligibility criteria. Applicants failing to meet these criteria or not submitting requisite proof in support of qualification criteria are liable to be rejected.

S No	Criteria	Whether Met	Reference Details
1	The Chartered Accountant / Partnership firms should be a limited liability partnership /firms – proprietary or partnership registered in India and operating for the last <ul style="list-style-type: none"> <li>• 10 years for category - A</li> <li>• 7 years for category - B</li> <li>• 3 years for category - C</li> </ul>	Yes / No	Copies of certificate of incorporation/ latest partnership deed. Date of firm with a full time FCA
2	The bidder should have a minimum annual average turnover of Rs. 15.00 Lakhs (Rs Fifteen Lakhs Only) in the last three years (FY2015-16, FY2016-17 and FY2017-18)	Yes / No	Extract of the audited Profit / Loss Statement and Balance Sheet
3	The applicant should have at least five (5) years experience in conducting Statutory audits of Scheduled Banks/ Co-operative bank Co-op societies audit/ Government bodies and societies.	Yes / No	Copies of Work Orders/ Completion Certificates – at Least one for each previous ten years.
4	<ul style="list-style-type: none"> <li>• The Chartered Accountant firms/ limited liability partnership should have at least Five (5) FCA/ACA &amp; 12 staff (Partner, full time CA employees and Article only.)for category - A</li> <li>• The Chartered Accountant firms / limited liability partnership should have at least Three (3) FCA/ACA &amp; 8 staff (Partner, full time CA employees and Article only.) for category - B</li> <li>• The Chartered Accountant firms/limited liability partnership should have at least Two (2) FCA/ACA &amp; 3 staff (Partner, full time CA employees and Article only.) for category -C</li> </ul>	Yes / No	1. Self Certification by the authorized signatory for articles. 2. Copy of Certificate of incorporation.
5	The applicant should have completed at least Five (5) audits of branches of co-operative bank/ Scheduled banks/apex co-operative institution etc in past three years	Yes / No	Copies of Work Orders/ Audit reports
6	CA should be empanelled with RBI	Yes / No	Copy of Unique Code No./ MEF
7	CA should be empanelled with CAG	Yes / No	Copy of CAG Empanelment.

## Technical Evaluation criteria

The technical qualification of those firms /consultants would be evaluated who fulfill the mentioned minimum criteria. The firms which score minimum 50% in technical evaluation may be considered for empanelment of Statutory Audit

Sl.No	Particulars	Norms	Points	Maximum Points
1.	Standing of the firm	Per Year	0.50	10.00
2.	No. Of full time FCA & ACA partners	FCA partners	3.00 per partner	10.00
		ACA partners	2.00 per partner	5.00
3.	No. Of full time CA Employee	Per CA Employee	1.0 per employee	5.00
4.	No. Of Articles /Semi Qualified Assistant	Per CA Articles	0.50 per Articles	5.00
5.	Scheduled Bank branches Statutory audit experience of last five years	First Ten Audits	1.50 per Audit	15.00
6.	Cooperative bank Audit in last five years	per audit	1.00	5.00
7.	Cooperative Society Audit in last five years	per audit	3.00	15.00
8.	Firms having H.O in Jharkhand	--	10.00	10.00
9.	Turnover			20.00
	a) 15 lacs- upto 30 lacs	--	10.00	
	b) Above 30 lacs upto 50 lacs	--	15.00	
	c) Above 50 Lacs	--	20.00	
Total				100.00

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## NORMS FOR CATEGORIZATION OF CA/CA FIRMS

CATEGORY	POINTS SCORED BY CA/CA FIRMS	CA/CA FIRMS ELIGIBLE FOR AUDIT OF
A	76-100 Points	1- State Co-operative Bank & District Co-operative Bank. 2-Apex Co-operative, Co-operative Societies with no upper limit in working capital. 3. Urban Co-operative Bank 4. Co-operative Societies with working capital above 3 crore.
B	66-75 Points	Co-operative Societies having working capital below Rs.3.00 Crore.
C	50-65 Points	Co-operative Societies having working capital below Rs.2.00 Crore.

**Note:**

- (1) **For working capital of the Co-operative societies, audited previous financial year figure may be considered.**
- (2) **The firm of Chartered accountants shall be considered for respective category (A, B, C) on the basis of eligibility criteria Sl. No,- 1 & 4 only even though the points scored by the C. A. firms is more than for the respective category.**  
**eg: Chartered accountants firm having 3 years standing, 2 FCA/ACA and 3 staff (Partner full time C. A. employee and article only) will be considered for category C only even though the points scored by the firm is more than 65.**

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