



PUNJAB STATE FOREST DEV. CORPORATION LIMITED

Office: Managing Director, Forest Complex, Sector-68,

Sahibzada Ajit Singh Nagar (Mohali)

Tel. 0172-2298007, e-mail: mdpsfdc@gmail.com

Website: <https://punfocorp.com>

Engagement of a Company/Firm of Chartered Accountants on Retainership Basis

Applications are invited for engagement of dynamic, experienced and motivated professional Chartered Accountants/Firm of Chartered Accountants of repute in PSFDC Ltd. (A Govt. of Punjab Undertaking) on retainership basis. Eligibility/Educational Qualification: The Firm must have listed with The Institute of Chartered Accountants of India, (ICAI) New Delhi. Firms having experience in dealing with Forestry accounts & Stocks, other related matters will be given preference. and must have prior experience in the following areas:

A. Scope of Work

1. Handling the accounts and audit of the Corporation, compiling & preparing annual accounts of the corporation as per applicable laws.
2. Preparing reports, documents and information(s) etc. to be submitted to Government and other Agencies.
3. Updating and guiding the accounts branch on latest amendments and accounting procedure.
4. Handling matters relating to GST, Income Tax and other statutory liabilities.
5. Assisting in providing data of all divisions quarterly.
6. Scrutiny of accounting data of all divisions quarterly.
7. Verification of stock records of all the divisions on quarterly basis.
8. Assisting in the migration of exiting billing software to Tally software.
9. Assisting in maintenance of stock in Tally software.
10. Preparing document/information or any other work as per requirement of PSFDC.

B. **Mandays:** 8 Days per monthly (2 days a week), Online work from home as per PSFDC requirement and you shall attend to office as when required by the PSFDC.

C. **Termination of Contract:** Services can be dispensed with after serving notice for a period of one month by either side. The Govt. will have a right to pay remuneration for a month in lieu of one month notice period or for the period which is less than one month to terminate the contract. Similarly, firm can serve a notice for one month or deposit remuneration for a one month in lieu thereof or for the period which is less than one month.

It is further that shortlisted Firm will be invited for presentation of PSFDC in the office of the Managing Director, Punjab State Forest Development Corporation Ltd, Forest Complex, Sector-68, SAS Nagar, Punjab. The Date of the presentation will be informed to the shortlisted firms by email only.

The complete proposal indicating profile of the company, Registration of firm with The Institute of Chartered Accountants of India (ICAI), New Delhi strength of the Company and proposal for supporting PSFDC for the proposal work along with quoted remuneration should reach the Managing Director,

Punjab State Forest Development Corporation Ltd., Forest Complex, Sector-68, SAS Nagar, Mohali (Punjab)-160062 within 14 days of publication of this advertisement.

The Punjab State Forest Development Corporation Ltd. Reserves the right for modification/cancellation of acceptance/rejection of any proposal, without assigning reason which is not liable to be contested.

CHIEF GENERAL MANAGER- PSFDC