

**ANIMAL WELFARE BOARD OF INDIA
BALLABHGARH**

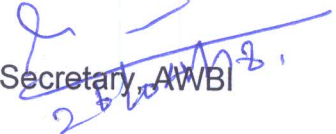
SUB: Invitation for quotations from Chartered Accountancy firms for internal audit of accounts of Animal Welfare Board of India (AWBI), Ballabgarh for the year 2018-19.

Sealed quotations are called from Chartered Accountancy firms for carrying out the internal audit of the accounts of AWBI, a Statutory Board, for the year 2018-19.

The scope of work, inter alia, involve examination of Books of Accounts to ensure completeness, correctness of all transactions including checking of vouchers, verification of BRS, verification of staff loans and recoveries, checking of related registers, investments, assistance in the finalisation of accounts (Main and CPF) viz Trial Balance, Balance sheet and other financial statements, data entry of accounts in Tally software, filing of Annual Income Tax Returns, certification of Utilization Certificate for grant received from M/o Health for NRCP project etc and any other accounting advise sought by the management.

AWBI, a Statutory body under the Ministry of Environment, Forest & Climate Change, Govt of India receives grants in aid from the Government of India for implementing the Animal Welfare schemes and for payment of salaries and for running the office.

Interested firms are requested to submit their profile and proposals which must indicate the registration details of the firm, experience of auditing the accounts of Statutory Boards, periodicity of visits to AWBI office to do the auditing work etc... and quote the annual fees to the Secretary, Animal Welfare Board of India, At NIAW campus, 42 KM Stone, Delhi-Mathura Highway, Sikri, Ballabgarh, Faridabad District, Haryana-121 004 so as to reach on or before 07-05-2018.


Secretary, AWBI