



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar-736101
Ph.: 03582-230218/230833

E-mail :- cbpbuniversity@gmail.com
Website:- www.cbpbu.ac.in

Ref. CBPBU/REG/184-16

Date: 27.05.2016

INVITING EXPRESSION OF INTEREST FOR INTERNAL AUDIT

Expression of interest for Internal Audit is invited from the reputed Chartered Accountants Organization fulfilling the following criteria in sealed envelopes addressed to The Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar-736101 .

The Chartered Accountants Firms should fulfill the following criteria:

1. Familiar with the University accounts and audit systems.
2. Holding ICAI membership and Certificate of Practice
3. Empanelled in CAG/State & Central University audit system

Institutional profile:

Cooch Behar Panchanan Barma University is a UGC affiliated public university was established in 2012. The university offers post-graduate courses in 15 subjects. The numbers of post-graduate students are approximately about 1000 at present.

Job description:

Verification of the following (depending on the requirement):

1. Register of different Grants / Utilization of the Grants and status of Utilization /Certificate in respect of the grants.
2. Checking and vouching of all Books of Accounts of the University and corresponding Bank Accounts and Bank Reconciliation Statements.
3. Register regarding internally generated funds.
4. Verification of Assets and Asset Register
5. Review of the records of the Establishment Section
6. Position of Final Accounts

Year of the audit: 2012-2013, 2013-2014, 2014-2015 and 2014-2016

Completion of the job: not more than 20 days.

EOI in sealed cover addressed to the Register, is to be submitted within 15 days after the publication of notification in the university website.

Sd/-
Registrar

Copy forwarded for taking necessary action to:

1. Hon'ble Vice Chancellor, Cooch Behar Panchanan Barma University
2. Finance Officer, Cooch Behar Panchanan Barma University
3. Controller of Examinations, Cooch Behar Panchanan Barma University
4. Notice Board, Cooch Behar Panchanan Barma University
5. The District Magistrate, Cooch Behar – 736101. (For Notice Board)
6. The General Manager, Sate Bank of India, Sagardighi Square, Cooch Behar – 736101. (For Notice Board)
7. The General Manager, Union Bank of India, Cooch Behar – 736101. (For Notice Board)
8. The General Manager, Central Bank of India, Cooch Behar – 736101. (For Notice Board)
9. The Post Master, Cooch Behar Head Post Office, Cooch Behar – 736101. (For Notice Board)
10. Guard File.

Registrar