



OFFICE OF THE  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, PUNE  
Aaykar Bhavan, 12, Sadhuwasvani Road, Pune – 411001.

e-mail Id:pune.dcit.coord@incometax.gov.in

No. Pune/Pr.CC/Coord./401/13/2023-24

Date: 27/04/2023

**NOTICE FOR INVITING APPLICATIONS**

The Income-tax Department, Pune invites applications from reputed Chartered Accountant firm /proprietary concern for empanelment as Special Auditors for the period 01.07.2023 to 31.03.2025, to carry out audit in accordance with the provisions of sec. 142(2A) of the I.T. Act, 1961. The remuneration for the Special Audit is governed by Rule 14B of the I.T. Rules, 1962.

**A. Minimum Eligibility Criteria**

- (a) The applicant should be a reputed firm/proprietary concern in the profession of accountancy and auditing having a staff strength of at least 10 (other than Chartered Accountants), and a minimum of 4 Chartered Accountants (including partners/proprietors) working continuously for at least last one year as on 31.03.2023. (Adequate evidences supporting the claim of staff strength and strength of CAs to be enclosed with the application and marked as **Annexure-A**).
- (b) The applicant should be having at least one office located in the state of Maharashtra (supporting evidence in the form of leave and license agreement, utility bill etc should be enclosed with the application and marked as **Annexure-B**).
- (c) The applicant should have accountancy and auditing experience of a minimum period of 5 years as on 31.03.2023 (Supporting evidences in the form of invoices raised etc need to be added with application and to be marked as **Annexure-C**).
- (d) The applicant should have audited books of accounts of atleast one business entity having turnover of Rs. 25 Cr or more in atleast 2 out of last 5 financial years (i.e. from F.Y.2017-18 to F.Y.2021-22). (Supporting evidences including details of entity audited need to be added with application and to be marked as **Annexure-D**).

- (e) The applicant should have filed returns of income regularly up to A.Y. 2022-23 and the gross professional receipts of the applicant from accountancy and auditing exclusively declared therein should be at least Rs. 25 lakhs or more in at least 3 of the last 5 years (i.e. from F.Y.2017-18 to F.Y.2021-22).
  - i. Evidence supporting claim in this respect needs to be enclosed with the application and to be marked as **Annexure-E**
  - ii. PANs, AO details of the applicant concern/firm and those of the partners need to be specified in the application
- (f) The applicant should not have been charged with having indulged in any professional misconduct and no complaint u/s 21 of the Chartered Accountants, 1949 for any irregularity should have been filed against the applicant by the Income Tax Department with the Institute of Chartered Accountants.
- (g) No prosecution should have been pending/charged under Chapter XXII of the Income-tax Act or under any other statute, against the firm or its partners or against the proprietary concern, as the case may be.
- (h) The applicant should not be facing any investigation/inquiry for tax evasion or for any other crime on the date of making the application.  
(Declaration by the applicant in respect of fulfilment of clauses (f), (g) and (h) as above needs to be enclosed with the application and to be marked as **(Annexure-F)**)
- (i) If the applicant is/was empaneled by the Income Tax Department anytime earlier for special audit u/s 142(2A) of the IT Act, a note on the contribution made in about 500 words should be attached alongwith the application
- (j) The decision of the Department as regards the empanelment of CAs will be final and binding. No representation for review in this regard will be entertained.

**B. Terms and conditions:**

- a) The remuneration including expenses of and incidental to any special audit shall be decided on a case-to-case basis in accordance with rule 14B of the I.T. Rules, 1962, and shall be paid by the Department.
- b) The empanelment of CAs shall be made at the discretion of the Department, and the decisions made shall be final. Apart from the above mentioned

minimum eligibility criteria, the Department reserves the right to consider other relevant factors/inputs/feedback/etc. while finalizing the list of empanelment of CAs.

- c) Application should be submitted in the format given in the notice. Any application which is not in the format, will not be entertained.

Chartered Accountant firm/proprietary concerns fulfilling the above criteria may submit the application along with complete address, contact number and e-mail ID and other enclosures as mentioned above to the office of the Jt. CIT (OSD)(HQ)(Coordination), Room No. 214, 2<sup>nd</sup> Floor, Aaykar Bhavan, 12, Sadhu Vaswani Road, Pune – 411001.

**Last date for submission of application is 31/05/2023. The duly completed applications received between the date of publication of this notice till the due date i.e. 31/05/2023 will only be considered.**

Yours faithfully

(Sunil P. Shinde)  
Jt. Commissioner of Income-tax (OSD)(HQ)(Coordination ), Pune  
for Principal Chief Commissioner of Income-tax, Pune

## PROFORMA FOR APPLICATION

1. Name of the applicant :
2. Complete Address of the applicant:
3. Office address:
4. PAN of the applicant:
5. Details of the AO of the applicant:
6. Phone no. & Fax no. of the applicant:
7. Website address and email id of the applicant:
8. Details of the Partners/proprietor of the applicant:

Sl.No.	Name of the partner/proprietor	PAN	Details of AO	Membership No.	Phone no & email id

9. Staff Strength and No. of CAs:

- i. Total Staff strength as on 31.03.2023 (other than CAs).
- ii. No. of CAs continuously working for at least one year as on 31.03.2023.

Evidence in support of (i) and (ii) above	Enclose & mark as <b>Annexure A</b>
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10. Address of Office Located in Pune Region

Evidence in support of above address	Enclose & mark as <b>Annexure B</b>
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11. Minimum experience, empanelment with other Government Departments and details about outstanding work and suitability:

(a) No. of years of accountancy and auditing experience as on 31.03.2023 alongwith evidence	No. of years: Enclose evidence and mark it as <b>Annexure-C</b>
(b) Is the applicant empanelled with any other Govt. agency?	Yes/No
	If yes then specify details on separate sheet and enclose.

(c) Please indicate any outstanding work done earlier as an empanelled auditor for the Income Tax Department:

Years in which empanelled as an auditor	Outstanding work done

(d) Please indicate (in not more than 500 words) your suitability to be empanelled as a special auditor on separate sheet.

12. Details with evidences of having audited books of accounts of atleast one business entity having turnover of Rs. 25 Cr or more in atleast 2 out of last 5 financial years (Enclose evidence and mark it as **Annexure-D)**

13. Details of returns of income and gross professional receipts of the applicant:

Has the applicant filed returns of income regularly up to A.Y.2022-23	Yes/No

If yes then, the details of filing of return in the last 5 years		
Assessment Year	Date of Filing	Returned Income
AY 2018-19		
AY 2019-20		
AY 2020-21		
AY 2021-22		
AY 2022-23		

- The amount of gross professional receipts from accountancy and auditing exclusively in the last 5 years along with evidences to be marked as **Annexure E.**

FY	Gross professional receipts			
	From accountancy	From auditing	Other than accountancy and auditing	Total
2017-18				
2018-19				
2019-20				
2020-21				
2021-22				

14. Declaration to be enclosed by the applicant and marked as **Annexure-F** in respect of fulfillment of clauses f) (g), (h) of this notice.

On behalf of the applicant \_\_\_\_\_ (name of the applicant), I, \_\_\_\_\_ (name of the proprietor/partner), in the capacity of partner/proprietor, am authorized to certify that all the above mentioned particulars are true and correct.

Seal of the applicant  
Date:

Name and signature of the authorized person  
Designation of such person:

**ANNEXURE-A**

(i)	No. of staff employed along with evidence	
(ii)	No. of C.As employed with the firm along with Evidence	

**ANNEXURE-B**

(i)	Address of Office Located in Pune Region	
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**ANNEXURE-C**

(i)	No. of years of auditing experience as on 31.03.2023 along with evidence	
(ii)	Membership No of C.A/Partners	
(ii)	E-mail id of the C.A. firms and Partners	

**ANNEXURE-D**

(i)	Details with evidences of having audited books of accounts of atleast one business entity having turnover of Rs. 25 Cr or more in atleast 2 out of last 5 financial years	
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**ANNEXURE-E**

The amount of gross professional receipts from accountancy and auditing exclusively in the last 5 years along with evidences.

<b>FY</b>	<b>Gross professional receipts</b>			
	From accountancy	From auditing	Other than accountancy and auditing	Total
2017-18				
2018-19				
2019-20				
2020-21				
2021-22				

**ANNEXURE-F**

Declaration by the applicant that clauses f,g,h in the Notice have been fulfilled
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## **CHECKLIST**

The applicants are advised to ensure that the applications to be submitted should be duly filled in along with the following details. Incomplete and incorrectly filled in applications are liable for rejection:

- Main application on applicant's letter head
- Duly filled in PROFORMA FOR APPLICATION.
- Annexure-A-supporting claim of staff strength
- Annexure-B supporting for office located in Mumbai Metropolitan Region
- Annexure-C- supporting claim of years' of experience
- Annexure-D-supporting for claim of audit of books of account of entity having turnover of Rs 25 Crores or more
- Annexure-E supporting for claim of average gross professional receipts from auditing and accountancy being atleast Rs. 25 lakhs in 3 years of the last 5 years.
- Annexure-F- Self declaration in respect of fulfillment of clauses (f),(g) and (h) of the notice.

**All pages are to be duly signed and sealed.**