



MUNICIPAL CORPORATION

YAMUNA NAGAR-JAGADHRI

Work Order

To,

B.M. Varma & Co.
Chartered Accountants
S.C.O. 80-81, Sector-17 C
Chandigarh

Subject:-

Memo No. 9911/Acctt Dated 26/9/17
Engagement of Chartered Accountant firm for Maintenance of Accounts on Double Entry System for the year 2016-17

This is in reference to your application no nil dated 13.06.2017 on the subject cited above.

Your Firm has been engaged for performing the following work on rate quoted by you inclusive of all Taxes i.e. 34,500/- for the year 2016-17:-

1. Preparation of books of accounts (Main Cash Book, Day Book, Grant Cash Books, Ledgers, Stock Registers, Assets Registers etc) on Double Entry Accrual Basis System for the period from 01.04.2016 to 31.03.2017.
2. Preparation of monthly Bank reconciliation statements of all the bank accounts of the Municipal Corporation, Yamuna Nagar- Jagadhri for the period from 01.04.2016 to 31.03.2017.
3. Preparation of Balance Sheet, Receipt & Payments Account, Income & Expenditure Account for the year 2016-17 from the record entries maintained in books of accounts of the Municipal Corporation, Yamuna Nagar-Jagadhri.

Term & Conditions:-

1. The accrual based Double Entry Accounting System would be based upon the converts of Institute of Chartered Accountants of India as already followed upto the year 2015-16 and any amendments made thereof.
2. The work of consolidation of record entries and preparation of Balance Sheets for the year 2016-17 will be finalized within a period of 4 months from the date of issue of the order failing which penalty @ Rs.500/- per day shall be imposed after the completion of time period till the default continues. However the CMC in case of exceptional circumstances may extend the time period & waive the penalty whatsoever.
3. Payment will only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality and specification of work.