



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

कार्यालय मुख्य आयकर आयुक्त, हरियाणा क्षेत्र, आयकर भवन, सैक्टर- 2, पंचकूला  
O/o Chief Commissioner of Income Tax, Haryana Region, Aaykar Bhawan, Sector-2, Panchkula,  
Tel / Fax-0172-2576077/2568803, E-mail- [ccit.panchkula@incometax.gov.in](mailto:ccit.panchkula@incometax.gov.in)

F.No. CCIT/PKL/83/2020-21/ 1289

Dated: .01.2021

01/02/21

सेवा में,

प्रधान मुख्य आयकर आयुक्त  
उ.प. क्षेत्र, आयकर भवन  
सेक्टर 17 ई, चण्डीगढ़।

[Kind Atten: DCIT (HQ)(Admn.)]

महोदया,


**Sub:- Public notice for empanelment of Special Auditors -reg-**

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Kindly refer to the subject cited above.

2. In this regard, I have been directed to enclose herewith a public notice inviting applications from the Chartered Accountants for empanelment as Special Auditors to carry out audit in accordance with the provisions of section 142(2A) of the Income Tax Act, 1961, with the request to kindly upload the same on the website: [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

संलग्न : उपरोक्त.

भवदीया,  
  
( मंजु गोसा )  
आयकर अधिकारी (मु.) (तक)  
कार्यालय मुख्य आयकर आयुक्त  
पंचकूला।

## Application Proforma

**(To be enclosed with the application for empanelment as Special Auditors)**

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

Sr. No	Name of the partner/proprietor	PAN	Details of AO	Phone No. & email id

**8. Staff Strength and No. of CAs:**

i. Total Staff strength as on 31.12.2020:

ii Out of the above, Staff strength continuously employed with applicant for at least last one year as on 31.12.2020:

Evidence in support of (i) and (ii) above	Enclose & mark as Annexure A
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iii No. of CAs employed with the firm as on 31.12.2020:

iv. Out of the above, number of CAs (other than partners/proprietor) working continuously with the applicant for at least last one year as on 31.12.2020:

Evidence in support of (iii) and (iv) above	Enclose & mark as Annexure B
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**9. Minimum experience, empanelment with other Government Departments and details about outstanding work with and suitability:**

(a) No. of years of accountancy and auditing experience as on 31.12.2020 along with evidence.	No. of years: Enclose evidence and mark it as Annexure-C
(b) Is the applicant empanelled with any other Govt, agency?	Yes/No If yes then specify details on separate sheet and enclose and mark as Annexure D

(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 and mark it as Annexure-E

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

Has the applicant filed returns of income regularly up to A.Y. 2020-21	Yes/No

If yes then, the date of filing of return in the last 7 years	
AY 2014-15	
AY 2015-16	
AY 2016-17	
AY 2017-18	
AY 2018-19	
AY 2019-20	
AY 2020-21	

The amount of gross professional receipts from accountancy and auditing exclusively in the last 7 year along with evidences to be marked as Annexure-F

FY	Gross professional receipts			Total
	From accountancy	from auditing	From accountancy and auditing	
2013-14				
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

11. **Declaration to be enclosed by the applicant and marked as Annexure-O in respect of fulfillment of clauses (d), (e), (f) and (g) 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.

### Minimum Eligibility Criteria

- (a) The applicant should be a reputed firm including proprietary concern engaged in the profession of accountancy and auditing having a staff strength of at least 20, including a minimum of 2 Chartered Accountants working with the applicant continuously at least for the last one year (other than the partners/proprietor) as on 31.12.2020. (Adequate evidences supporting the claim of staff strength and strength of CAs to be enclosed).
- (b) The applicant should have accountancy and auditing experience of a minimum period of 7 years as on 31.12.2020 (Supporting evidences need to be adduced with application).
- (c) The applicant should have filed returns of income regularly upto A.Y. 2020-21 and the gross professional receipts of the applicant from accountancy and auditing exclusively declared therein should be at least Rs. 20 Lacs or more in at least 3 of the last 7 years (i.e. from FY 2013-14 to F.Y. 2019-20) (<1>. Evidence supporting claim in this respect needs to be enclosed with the application <2>. PANs, AO details of the applicant concern/firm and those of the partners need to be specified in the application.
- (d) The applicant should not have been charged with having indulged in any professional misconduct and no complaint u/s 21 of the Chartered Accountants Act, 1949 for any irregularity should have been filed against the applicant, with the Institute of Chartered Accountants.
- (e) No prosecution should have been launched under Chapter XXII of the Income-tax Act of under any other statute, against the firm or its partners or against the proprietary concern, as the case may be.
- (f) There should not be any Income-tax dues outstanding against the applicant concern or partners in case the applicant concern is a firm on the date of making the application.
- (g) The applicant should not be facing any investigation/inquiry for tax evasion on the date of making the application.
- (g) as above needs to be enclosed with the application
- (Declaration by the applicant in respect of fulfillment of clauses (d), (e),(f) and
- (h) The decision of the Department as regards the empanelment of CAs will be final and binding.

