



# भारतीय विज्ञान कांग्रेस संस्था

(विज्ञान और प्रौद्योगिकी विभाग के अंतर्गत एक व्यावसायिक संस्था,  
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार)  
14, डॉ० बिरेश गुहा स्ट्रीट, कोलकाता - 700 017, भारत

## THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,  
Ministry of Science & Technology, Government of India)  
14, Dr. Biresh Guha Street, Kolkata - 700 017, INDIA

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No. 399 /2A/2020-2021  
1<sup>st</sup> December, 2020

Dear Sir,

You may be aware that The Indian Science Congress Association (ISCA) is a professional body under Department of Science & Technology, Govt. of India. The main object of the Association is to advance and promote the cause of science through an Annual Congress at a suitable place in India. This is the only platform in the country where students, young scientists and researchers can interact and discuss their works with the distinguished scientists in the country as well as abroad including Nobel Laureate.

The Association was established in 1914 and its office is situated in the above address. The organization has also own income from membership and sale of publications and other sources. The Association has celebrated centenary year during 2013-2014.

The Accounts of the Association are regularly audited by the registered chartered firm. Moreover, the same is audited by the Directorate of Audit, Govt. of India, Scientific Department, Kolkata from time to time. The audit of the accounts shall have to be completed within fifteen months from April each year. It is obligatory to submit the accounts along with the utilization certificate to the Government of India within stipulated time.

We shall be grateful if you kindly quote your **fees per year** considering the enclosed tentative schedule of works without any obligation to the Association **to be valid for three years** and to be reappointed yearly on satisfactory performance of every year.

Please send your reply under sealed cover superscripting "Appointment of Auditor" to the undersigned with December 31, 2020.

Thanking you,

Yours faithfully,

(Dr. S. Ramakrishna)  
General Secretary (Membership Affairs)

Encl: As above

**The Indian Science Congress Association**  
**14, Dr. Bireswari Guha Street**  
**Kolkata 700 017**

**Schedule of Works (Tentative)**

- 1) Detailed checking of receipts and payment vouchers of the following funds:
  - 1) General A/c.
  - 2) GPF A/c.
  - 3) Endowment Fund A/c.
- 2) Accounts to be prepared as per the common format from the year 2010-2011 applicable for autonomous bodies under Government of India
- 3) Detailed checking of Cash Book (Income) and Payment Cash Book of all Fund transactions
- 4) Detailed checking of Ledger and Journal Book of all transactions along with following:

Draw Final A/c. which includes Trial Balance, Balance Sheet, Receipts and Payments, Income and Expenditure A/c. of General Account, GPF A/c. and Endowment Fund A/c.
- 5) Verification of Assets, Stores, Library Books/Journals with respective Registers
- 6) Issue of Form 10B, Certificate for Income Tax on line filing of Annual Return
- 7) Calculation of Depreciation of Assets of ISCA including its implication on the Accounts.
- 8) Providing issue based opinions for better financial management and guidelines for proper keeping/maintaining the books of accounts in Form G.A.R.3 as per codal provisions.
- 9) Representation before Directorate of Audit to sort out queries, if necessary.
- 10) Issue of certificate for Association's bi-monthly journal, Everyman's Science.
- 11) Audit of accounts must be completed within the schedule time as specified by the Government of India for Autonomous Institutions.



- 12) Any other matter related to accounts as may be warranted by the Association from time to time.
- 13) Assist in preparation of Bank Reconciliation
- 14) TDS correction for outstanding demand from the year 2008-2009 till 2013-2014
- 15) Digital signature for doing the work of TDS correction
- 16) Income Tax return filing of the organization
- 17) Tax audit
- 18) GST TDS registration
- 19) Monthly GST TDS return filing
- \*20) Renewal of 12 A certificate
- 21) Registration for Exemption of Income under Income Tax