



RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

(A State Government undertaking)

Head Office: 5th floor, Kisan Bhawan, LalKothi, Tonk Road, Jaipur-302015

Phone: 0141- 2744692, 0141-2744649, General

Fax No. 0141-2741924, E-Mail: rsfcsc@gmail.com

D.F.A. Pls.

No. F ()/RSFCSC/Tally A/c /2017-18/ 16699

Date - 24-10-2017

M/s
Chartered Accountants,

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Jaipur.

**Sub. – Proposals regarding preparation of Disstt. Accounts For
The Year 2017-18**

Dear Sir,

Kindly refer to the subject cited above. In this connection we would like to state that we intend to allot the work of preparation of our Double Entry System Accounts on tally Software on accrual basis on the fixed remuneration decided by the management. Scope of the Distt. Accounting work enclosed for your ready referance. It is therefore requested that your proposals for the empanelment of your firm for the above work may kindly be submitted to this office latest by 10.11.2017

Thanking You.

General Manager (F)

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Scope of District Accounting work :-

1. Validation of opening & Closing balances.
2. Trial Balances.
3. Balances Sheet.
4. P&L Account.
5. Reconciliation of accounts with bank & KVSS ect.
6. Report of compliance of Statuary liabilities.
7. List of Debtors & Creditors.
8. Checking of Liquidated damages.
9. Report on maintenance of Assetes Register.
10. Calculation of depreciation.
11. Reconciliation of KVSS with H.O.
12. Scheme wise Accounting.
13. Any other points to be reported.
14. Copy of Bank statement's (Copy of bank satatemet's from 01.04.2017 to 31.03.2018)
15. Entry of Receipts & Expenses according to the cash book & original payment voucher in tally software (On accrual basis, TDS on exp. Also book)
16. Exp. & Receipts should be reconciled with bank statement's.
17. Bank reconciliation statement for all bank.
18. Accounting must be accrual basis, all provision for expenses are to be made.
19. The Accounts is to be submitted in hard & soft copy, also should be reconciled and tally with H.O. Accounts. During consolidation & internal audit, they may be called for any queries/ clarifications.
20. The accounts must be discussed with District Manager and Signed by the concerned C.A. along with District Manager.
21. One Set Singed accounts should be sent to D.M Office.
22. Provisions and rules of TDS and Service Tax must be followed.
23. Checking and vrification of TDS, VAT & Service Tax, Whether reverse charge mechanism is being followed.
24. Vrification of payment of EMD to millers.
25. Preparation and validation of various & schedules at 31-03-2018 for Annual Accounts 2017-18.

General Manager (F)