

काशी हिन्दू  
विश्वविद्यालय



BANARAS HINDU  
UNIVERSITY

ESTABLISHED BY PARLIAMENT BY NOTIFICATION NO. 225 OF 1916

कुल सचिव कार्यालय  
(विकास)

OFFICE OF THE REGISTRAR  
(DEVELOPMENT)

No. R./DEV./C.A./P-AUDIT-2020-21/CA/ 35602

DATED: 21.10.2021  
22

NOTIFICATION

The Directors of Institutes  
The Dean of Faculties  
The Head of Departments  
The Coordinator of Schools/Centres  
The Principal of MMV  
The Faculty members of the University  
BANARAS HINDU UNIVERSITY

**Subject:** Empanelment of Chartered Accountants firms for Audit and Utilization certificates towards Project and Scheme Accounts of the University.

Sir/Madam,

This is for information of all concerned that following two Chartered Accountant firms have been assigned for preparation of Utilization Certificate and auditing to the Project A/cs 'P', Project A/Cs 'M' and Scheme accounts 'D' of the University for the financial years 2020-21 & 2021-22:

S.No.	Name & Address of the CA firms	Job work assigned	Contact Nos.
1-	M/s S.Ranjan & Company Flat No. 101, Sai Vatika, Bank colony, Mehmoorganj, Varanasi -221010	1-All AUCs related to <b>Scheme accounts 'D'</b> in the University. 2-AUCs for Project accounts P-07 3- AUCs Project account 'M'-16, 'M'-18 and "M"-27	<u>CA Shashi Ranjan</u> Mob. No.- 9935599251, 8382828229, Ph.No.- 0542-2220089 emails: <u>info.sranjanco</u> <u>@gmail.com</u>
2-	M/s Singh Bajpai & Associates D 58/12-A-31, Gandhi Nagar, Sagra, Varanasi -221010	1-All AUCs for Project Account "M" <b>except</b> "M"-16, "M"-18 and "M"-27. 2- All AUCs for project account "P" <b>except</b> the project account "P"-07.	<u>C.A. Shishir Bajpai</u> Phone No. 0542- 2226540 Mob. No. 9415225558 Email: cashishirbajpai <u>@gmail.com</u>

While sanctioning grant, the funding agency expects from the Principal Investigator/University to furnish financial year wise AUCs for Recurring (Grants-in-aid General) & Non-recurring (Grants for creation of Capital Assets) and audited statement of accounts pertaining to their grants immediately after end of the each financial year. This is mandatory provision for every grant released by the funding agency.

All concerned including Coordinator of Schemes, PIs, and Convener/Organising Secretary of Seminars/Conference/Workshops of the respective Institute/Faculty/ Department/ School/Centre/College are requested to take necessary steps for submission of duly completed AUCs related to their Schemes /projects/ Seminars/Conferences/Workshops directly in consultation with empanelled C.A. firms according to work distributed as above for settlement of their accounts, after reconciliation of accounts by sending a representative with relevant records before the assigned C.A. firms for preparation of Audited Utilization Certificate. The University ledger records and vouchers are available in the Record of the Finance Section and the Development Section.



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Schedule for the submission of AUCs will be as under:

- 1- AUCs for the financial year 2020-2021 will be furnished at the earliest but not beyond 31<sup>st</sup> December, 2021 in consultation with C.A. firms mentioned above.
- 2- Within 07 days from the date of preparation of AUCs by the Auditing Firm, the Principal Investigator of Project/Convener/Organising Secretary of Seminars/ Conferences/Workshops of the respective Institute/Faculty/Department/School/Centre/College will check and put his dated signature and submit to the Development Section for further course of action in the matter.
- 3- Within 3 months from the closure of Projects/Seminars/Workshops/Conferences/AUCs/ final consolidated AUCs will be furnished without waiting for funding agency's reminder.

Further, Principal Investigator of research projects and Convener/Organising Secretary of Seminars/Conferences/Workshops are requested to verify and reconcile their accounts each year with the University ledger as soon as the financial year ends, failing which the discrepancy in account will not be entertained by the Development Section.

Yours faithfully

No.R./DEV./C.A./P-AUDIT-2020-21/CA / 35603

JOINT REGISTRAR(DEV)  
of dated: 21/10/21

- 1- The Coordinator, computer Centre, Banaras Hindu University with the request to upload the notification on the BHU internal website.
- 2- The Assistant Registrar (Accounts), Record Section, BHU.
- 3- The Assistant Registrar (Accounts), Annual Account & Balance Sheet Section, BHU with request to kindly provide the soft copies of project account 'P', Project account "M" and Scheme accounts "D" ledger the C.A. firms mentioned above as per their requirements.
- 4- The P. S. to Registrar, BHU.
- 5- The P. S. to Finance Officer, BHU.
- 6- The Section Officer (Grant-Unit), R. O. (Dev.), BHU.
- 7- The Section Officer (Project-Unit), R. O. (Dev.), BHU.
- 8- The Section Officer(Miscellaneous-Unit), R. O.(Dev.), BHU.

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21/10/21



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