

Uttar Banga Krishi Viswavidyalaya

Comptroller's Department

Pundibari, Cooch Behar-736165, W.B. India

From:

Mr. Arnab Ghosh
Comptroller-in-Charge & Assistant
Auditor



Phone : (03582) 270142

Mob : 9874396259

E-mail: auditorubkv@gmail.com

Date: 27/03/2026

Ref No. 975/UBKV/CD/AS/UC/2026-27

Circular

It is being notified that the following Auditors (CA Firms) have been approved by the Hon'ble VC for conducting "AUC" audit of all concerned projects and programmes, sponsored by the Govt. of India/GoWB/ICAR/Different National Important Institutes/Central or State Autonomous Bodies/ Foreign Funding Authorities/ Private bodies in connection with the FY 2025-26: -

1. CA. Saikat Sen, Saikat Sen & Associates, Chartered Accountants, Netaji Para, P.O & Dist. - Jalpaiguri, Pin-735101, West Bengal, email- saikatsen_associates@yahoo.in
2. CA. Ayush Jain, The Ayush Jain & Company, Chartered Accountants, Ground Floor, Stall No-5, Mina Apartment, S.N.Road, Subhash Pally, P.O & Dist.- Coochbehar, Pin-736101, West Bengal, email- caashishayush@outlook.com
3. CA. Neha Poddar, R. Bose & Associates, Chartered Accountants, Santiniketan Building, 1st Floor, 91 Bidhan Road, Siliguri, P.O & Dist.- Darjeeling, Pin-734001, West Bengal, e-mail-team.caneha@gmail.com
4. CA. Nilanjan Mitra, The Chakrabarti Mitra & Associates, Chartered Accountants, 156A Lenin Sarani, Kol-700013 & Ground Floor, Khushi Apartment, Hooghly-712101, e-mail-nmitra12@gmail.com
5. CA. C. Bhattacharyya, C. Bhattacharyya & Associates, Chartered Accountants, 29 Rajdanga Main Road, Kol-700107, West Bengal, e-mail-associates13@gmail.com

In case of each individual "UC" audit job, the selection of auditor will be made by the audit section of the Comptroller's Department of the University out of the above- mentioned Auditor-Empanelment Schedule.

All concerned Project Investigators/ Programme Coordinators/ Nodal Officers/ In- Charges of different projects/programmes, sponsored by the Govt. of India/GoWB/ ICAR/Different National Important Institute/Central or State Autonomous Bodies, are initially requested to submit their "Books of Accounts", related Bills & Vouchers, Registers, Grant Release orders, Opening AUC copy, all interim correspondence with the relevant funding agency/ies, Procurement & Works related documents, Draft "AUC" for the audit period concerned etc. to the auditor for the above- said purpose in prior consultation with the Comptroller's Department of the University. In case of outstation units-projects or programmes, such consultation is to be made with the respective accounts section of the outstation unit concerned.

It is needed to mention that without submitting the "AUC" of relevant project/programme to the concerned funding agency, the relevant funding agency will not release the current year budgetary sanctioned fund for the purpose for which the concerned project/program was sanctioned. It is required to mention that any audit incidental expenses with each audit function is incurred out of the respective fund of the concerned project/program on which the audit function will be conducted.

Kind cooperation in this regard is highly solicited.

En:

1. Fees Structure of Audit /Accounts Maintenance Job
2. Notice for any types of the UC audit

Copy to:

1. Vice Chancellor Secretariate, for information
2. O/o Registrar for information
3. Director of Research for circulation
4. Dean- Agriculture/Horticulture/Technology-Pundibari, Coochbehar for circulation & action
5. COA, Majhian, Balurghat, UD for circulation & action
6. In- Charge, RRS(TZ), Pundibari/ RRS(OAZ), Majhian, Balurghat/ RRS(HZ), Kalimpong for circulation & necessary action
7. In- Charge, RRSS(TZ), Kharibari/ RRSS(OAZ), Mathurapur, Malda/ RRSS(HZ), Pedong for circulation & necessary action
8. In- Charge, AICRP-Spices/AINP-Jute/AICW&BIP-Wheat, Pundibari, AICRP-MAP-Kalimpong for circulation & necessary action
9. PNO/NO of GKMS- (TZ) Pundibari/ (OAZ) Majhian/ (HZ)Kalimpong for circulation & necessary action
10. Director of Extension Education for circulation
11. SS&H of KVK-Coochbehar/ Uttar Dinajpur/Dakshin Dinajpur/Malda/Darjeeling for circulation & necessary action
12. Director of Farms for UC compliance as well as circulation
13. Audit Section of the Comptroller's Department, UBKV, Pundibari for kind action
14. Suvendu Das, Recruitment cell, O/o Registrar, Administrative Website of UBKV
15. Office Copy for the Comptroller's Department, UBKV, Pundibari, for circulation & action

Arnab Ghosh

(ARNAB GHOSH)

Comptroller- in- Charge & Assistant Auditor

Uttar Banga Krishi Viswavidyalaya

Comptroller's Department

Pundibari, Cooch Behar-736165, W.B. India

From:

Mr. Arnab Ghosh

Comptroller-in-Charge & Assistant

Auditor



Phone : (03582) 270142

Mob : 9874396259

E-mail: auditorubkv@gmail.com

a) Professional Fees for the Audited Utilization Certificate

Sl. No.	Value of Transactions for which UC is being issued	Audit Fees per UC (Maximum Limit)
1	Up to Rs. 50 Lakhs	Rs. 3,000/- to 5,000/-
2	Above Rs. 50 Lakhs up to Rs. 1.00 Crore	Rs. 5,000/- to 8,000/-
3	Above Rs. 1.00 Crore	Rs. 10,000/-

b) Professional fees for other assigned jobs (other than UC audit) will be negotiable as per the volume of jobs involved thereof.

Offering Fees Structure for other assigned jobs (audit/ accounts)

Sl. No.	Volume of Transactions for which this audit/accounts job will be assigned	Rate of Professional Fees
1	Up to Rs. 80 Lakhs	5,000/-
2	Above Rs. 80 Lakhs up to Rs. 2.00 Crores	Rs.7500/- to 8,000/-
3	Above Rs. 2.00 Crores	Rs.15,000/-

c) Facilities to be provided:

- Subsidized Accommodation in the University Guest House, if available.
- Reimbursement of Fooding & Amenities at the University Guest House
- Reimbursement of Conveyance and TA expenses as per actual basis for visiting to the University in connection with the conduction of any assigned job (Audit/Accounts etc.).

d) UC along with the concerned audit report will have to be submitted to the Comptroller's Department as early as possible.

e) UC Audit work will be commenced after formal acceptance of UBKV's offering (LOA). Job Programme Schedule of assigned jobs (audit/accounts) will be informed to the respective empaneled professionals after acceptance of LoA, given by the respective UC-indenter.

f) Professional Fees and job-incidental-expenses will be paid out of the respective competent authority of the fund concerned on the basis of each assigned job completion certificate separately.

Uttar Banga Krishi Vishwavidyalaya

Comptroller's Department
Pundibari, Cooch Behar-736165, W.B. India

From:
Mr. Arnab Ghosh
Comptroller-in-Charge & Assistant
Auditor



Phone : (03582) 270142
Mob : 9874396259
E-mail: auditorubkv@gmail.com

Letter of Acceptance Format for UC Audit

Ref No.:

Dated: .../04/2026

To
The In- Charge/SS&H,

RRS/RRSS/KVK-
Uttar Banga Krishi Vishwavidyalaya,
Address: -

Email:

Subject: Letter of Offer for appointment for conduction of Audit scrutiny of the project fund account and issue utilization certificate of the projects/programmes/schemes fund in Uttar Banga Krishi Vishwavidyalaya for the year 2025-26

Sir,

This is for your kind information that your offering/s is/are being accepted on behalf of my/our Chartered Accountant Firm, in acknowledging with T&C of the offerings of the UBKV vide LOA no. /UBKV/..... /UC/2026-27 Date: /...../2026

You are requested to acknowledge my acceptance at your convenient time. After such acceptance, assigned job will be commenced as soon as possible

Thanking You.

Yours sincerely,

S/d-

(Name of the Chartered Accountant Firm)

Copy to:

1. VC Secretariate, UBKV,
2. O/o the Registrar,
3. The Assistant Auditor's Office, for n. action

Date:

Place of Address: -.....

.....

(Name of the Chartered Accountant Firm)

The Chartered Accountants,

Registration no.:

Uttar Banga Krishi Viswavidyalaya

Comptroller's Department

Pundibari, Cooch Behar-736165, W.B. India

From:

Mr. Arnab Ghosh

Comptroller-in-Charge & Assistant

Auditor



Phone : (03582) 270142

Mob : 9874396259

E-mail: auditorubkv@gmail.com

Letter of Award Format for UC Audit

Ref No.:/UBKV/..... /UC/2026-27

Dated:...../04/2026

To

..... (Name of the Chartered Accountants Firm)

The Chartered Accountants,

Address: -.....

Email:.....

Subject: Letter of Offer for appointment for conduction of Audit scrutiny of the project fund account and issue utilization certificate of the projects/programmes/schemes fund in Uttar Banga Krishi Vishwavidyalaya for the year 2025-26

Sir,

In accordance with the approval of the Honorable Vice- Chancellor, UBKV, I am directing to request you to conduct UC audit of different research projects/ programmes/ schemes/ responsibility units grants in the Uttar Banga Krishi Vishwavidyalaya for the financial year 2025-26 as per the following terms and conditions: -

a) Professional Fees per Utilization Certificate

Sl. No.	Value of Transactions for which UC is being issued	Audit Fees per UC
1	Upto Rs. 50 Lakhs	Rs.3,000 to 5,000/-
2	Above Rs. 50 Lakhs up to Rs. 1.00 Crore	Rs.5,000 to 8,000/-
3	Above Rs. 1.00 Crore	Rs.10,000/-

b) Facilities to be provided:

- Subsidized accommodation in the University Guest House
- Reimbursable Fooding & Amenities at the University Guest House, if available.
- Reimbursement of conveyance & TA expenses as per actual basis for visiting to the University for conduction audit and any other assigned job

c) UC along with the concerned audit report will have to be submitted to the Comptroller's Department within 3(three) weekdays from the date of completion of the concerned UC audit

d) UC Audit will be commenced after formal acceptance of UBKV's offering (LOA)

e) You are requested to provide GSTIN (if any), PAN, Bank Account Details along with IFSC, contact mobile no, Postal & e-mail address, Number of audit or accounts personnel, engaged with this assigned job etc. Link between ADHAAR and PAN is to be assured, before commencement of any job, assigned by the University.

f) Professional Fees along with all eligible audit incidental expenses will be paid on the basis of submitted each assigned job completion bill.

If you agree to accept the audit/ other (in relation with Audit/Accounts/legal formation job etc.) assignment, in that case, kindly put your signature in acceptance copy and send it along with your Letter of Acceptance to the University as early as possible.

You are requested to commence your audit/ assigned other job at your convenient time with a five (5) working-days-prior intimation to the university.

Thanking You.

Yours sincerely,

S/d/-

In-Charge-RRS/RRSS/SS&H or it's equivalent

- The Vice- Chancellor's Secretariat, UBKV, Pundibari
- The Registrar, UBKV, Pundibari
- Deans (Agriculture/Horticulture/Technology), UBKV, Pundibari
- The Director of Research, UBKV, Pundibari
- The Director of Extension Education, UBKV, Pundibari
- The Director of Firm, UBKV, Pundibari
- Audit Section of the Comptroller's Department
- Office Copy

In-Charge-RRS/RRSS/SS&H or it's equivalent