NOTICE INVITING EXPRESSION OF INTEREST

An Expression of Interest (EoI) is hereby invited in plain papers (Sealed) from interested persons having qualification as mentioned below for offering rate for carrying out the activities as mentioned below on outsource base in TFDPC Ltd, Headquarter for the period of one year by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Agartala.

A. Name of the Post :- Accounts Officer

B. Nature of Activities :-

1. Preparation of Annual Accounts of TFDPC (Balance Sheet, P/ L Account and related annual financial statements) & Preparation of Various Schedules relating to Final Accounts.
2. Checking of uploaded Balance Sheet & Profit & Loss account in XBRL format before final submission of Annual Return to ROC.
4. Preparation, analysis, monitoring and aging details of outstanding debtors, creditors and outstanding ledger balances.
5. Preparation of Project planning & viability proposal.
6. Stock & Inventory valuation and depreciation calculation.
7. Filing of monthly and annual GST returns.
8. Compliance of GST Act & Rules and other order/ notification etc
9. Scrutiny, Analysis and checking of monthly accounts in both MS-Excel & Tally ERP 9 for TFDPC Head Quarter (HQ), Industrial Estate (IE) and all Divisions.
10. Checking & scrutiny of all data/ report/ information/ presentation etc to be submitted to the Government.
11. Visiting RPC, Factory units and Division offices for enquiry/ checking/ inspection / scrutiny of documents and & records or for any other accounts/ audit related works.

13. Preparation of reply of the audit para/ comments/ observation etc and communication/ liaison work with all types of auditors.

14. Preparation of reply of the audit Parliamentary / Assembly question etc

15. Organizing workshop on accounts/ audit/ finance / costing related matters for personnel of employees of HQ, Industrial Estate (IE) and all Divisions.

16. Conducting of quarterly reconciliation of accounts for HQ, Industrial Estate (IE) and all Divisions.

17. Checking & scrutiny of Schemes, Major & Minor heads in all divisions and factories accounts prepared in Tally ERP 9 with Cash Trail.

18. Preparation of monthly Deviation Statement between Actual with Budgeted figure :-
   - Division wise deviation,
   - Scheme wise deviation,
   - Major & Minor head wise deviation.

19. If required, to scrutinize all regular correspondence of Accounts/ Cash/ Company Accounts section and monthly (in both format), especially correctness of data.

20. Reconciliation of TDS (Salary) & TDS (Others), TCS, Labour Cess, etc.

21. Checking & scrutiny of data/ report/ information/ presentation etc relating payment of Bonus & Gratuity .


23. Work related to Income Tax Audit, Statutory Audit, Internal Audit, Supplementary Audit, etc.

24. Regularly contact to local CA firms regarding any quarries related to GST, Income Tax, etc. raised by Govt. Department and also during various audit related to company accounts section.

25. Checking & scrutiny of details & statement relating to Final Accounts as per Income Tax, Audit and other Department (State Budget, State Finance, State Statistics, etc.) as per requirements.


28. Regularly checking of “26AS” from Income tax website regarding TDS on Fixed Deposit & Others.

29. Calculation of Fixed Deposit accrued interest.

30. Online Payment of GST, EPF, Service Tax, etc.

31. Regularly follow up any notice raised by Income Tax Department, GST Department regarding security, hearing, etc.

32. Preparation of monthly statement of Rubber and non Rubber expenditures as well as Revenue expenditures on the basis of cash trial.


34. Work related to preparation of reply regarding supply/ submission of various information to the various authorities like GST/ IT / AG/RoC etc.

35. Training of Tally ERP to the personnel working on Tally ERP in Division/ IE - as and when required.

36. Any other work assigned by Management.

C. **Qualification, Experience and other terms and conditions**

1) Expression of Interest (EoI) should be quoted mentioning per month in figure and words.

2) This assignment is purely on outsource basis for one year which may be extendable to another one year on same rate and terms & conditions on satisfactory performance.

3) Age limit should be minimum 18 years and maximum 55 years on the date of petition / offer for the post.

4) Petitioner / Offeror must be a member of the Institute of Chartered Accounts of India(ICAi), Member of the Institute of Cost & works Accounts of India(ICWAI) Or MBA(Finance) Degree from any UGC recognized University & proficiency in computerized Accounting system(Tally ERP).

5) Petitioner / Offeror must have knowledge in M S Office/ Ms Excel / Power Point etc.
6) Petitioner / Offeror must have Minimum 10 (Ten) years experience of preparation, maintenance and reporting of accounts under Companies Act 1956 & 2013. Preference shall be given to those who worked in Public Sector Undertaking.

7) Petitioner / Offeror must have experience of Audit, finance and costing related work.

8) The person shall have to attend office regularly to perform the works and on other days including Govt. holidays as and when required for accomplishment of work and as required by the authority.

9) The person shall have to sign the Attendance Register/ Bio metric attendance system/ other records as per rule.

10) Eight (8) days of leave will be allowed besides all officials holidays.

11) Prior intimation for any leave of absence should be given timely or before.

12) Proportionate amount of the payable offer will be deducted for leave of absence apart from allowed leave by the authority.

The Expression of Interest (EoI) may be submitted by Register post to the O/O the Managing Director, TFDPC Bhavan, Abhoynagar, Agartala, Pin- 799005 on or before 30.06.2020 (Tuesday) at 3.00 PM. No proposal will be received after stipulated date and time.

The Expression of Interest (EoI) along with full Bio-data supported by photocopies of all documents to be covered and submitted. Original documents are to be brought for verification as and when required by Authority.

The Managing Director, TFDPC Ltd, Agartala reserves the right to accept or reject any expression of interest including the lowest one without assigning any reason or reason thereof.

Sd/-
Managing Director
TFDPC Ltd
Copy to:
1. The Executive Director, TFDPC Ltd. --- for information
2. The Company Secretary, TFDPC Ltd --- for information
3. The General Manager, TFDPC Industrial Estate, Anandanagar --- for information with respect to display in notice board.
4. The Divisional Manager, North/Sadar/South-I/South-II/Factory Division- for information with respect to display in notice board.
5. The Deputy Manager, TFDPC Ltd --- for information
6. The Estate officer, TFDPC Ltd, HQ – for displaying in notice Board
7. In-charge, IT section for uploading in TFDPC website
8. Guard File of the office

[Signature]
Executive Director
TFDPC Ltd
7/06/20