



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 615385, 622584-85 FAX : 660734

No. PSBTEIT/Audit 2010-11\ 63

Dated 18/1/12

To

All the unaided private institutions (Pharmacy & Polytechnics)
in the state of Punjab and Chandigarh

Subject: - **Audit of accounts for the year 2010-2011.**

Please refer to the subject cited above,

The financial audit of accounts relating to Development fund, Student Activity fund, Student refundable Security and checking of various fees / fines collected by the your institute for the year 2010-11 is due. Under the new arrangement for appointment of auditor, the Board has decided to appoint auditor for audit work of year 2010-11 from amongst the empanelled Chartered Accountant firms of the Board. The list of empanelled auditors is uploaded on the Board's website www.pbteched.net and will be **available from 23.01.2012 (10 AM)**. To enable the Board to appoint the auditor, you are requested to select any three firms from the empanelled list. The intimation of selected three Chartered Accountant firms be submitted on the above said Board's web site latest by **08.02.2012 (4:00 pm)**. The Board will appoint one auditor from amongst the selected three Chartered Accountant firms. The website will not accept the recommendation after the stipulated date and time. In case the recommendation is not made in time by the institute, the Board will appoint and assign the audit work to any of the empanelled Chartered Accountant firm of its choice. While recommending the names of three auditors, it may be ensured that:

1. None of the three short listed firms should be statutory auditor of Institute / College / Trust / Society.
2. The selected Chartered Accountant firm also should have not done the audit of your institute / college / trust / society for more than three years continuously prior to year of audit.
3. The recommended firms of Chartered Accountant are willing to conduct the audit in accordance to the norms of payment etc of the Board and a certificate to this affect also be submitted along with the names of recommended firms of the Chartered Accountants.

The institute which are not registered with the Board's website are required to take following steps:

- a. Download registration letter from Board's site www.pbteched.net.
- b. Take a printout of it and fill the required fields.
- c. Then get it signed from the Principal with the seal of the institutes.
- d. Scan the duly filled registration letter and send as attachment with email on Board's email id psbte@punjabteched.com.
- e. Registration information related to your account will be sent at your official email address institutes are required to check their emails regularly.

Controller (F & A)