

## **OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA**

**9, Deendayal Upadhyay Marg, New Delhi 110002**

### **General Instructions**

1. Chartered Accountant firms (firms) and Limited Liability Partnership firm (LLPs) in the country with at least one full time FCA (Partner/Sole Proprietor) as on 1 January 2024 can apply for empanelment with the office of the CAG of India for the year 2024-2025 for the purpose of appointment of auditors of Companies as per Sections 139 (5) and 139(7) of the Companies Act 2013 and of Statutory Corporations/Autonomous Bodies as per the provisions of their respective Acts. The policy of empanelment of CA Firms/LLPs and appointment of auditors is available on the website [www.care.cag.gov.in](http://www.care.cag.gov.in).
2. The firms/LLPs who intend to be empanelled with this office need to submit their application online from 05 January to 15 February 2024 on the website [www.cag.gov.in](http://www.cag.gov.in). It is advised to submit the application well in advance to avoid last minute rush. In case of failure to file the online application, no request for empanelment will be entertained.
3. The information to be given in the application should be the position as on 01 January 2024. Firms/LLPs that are already empanelled with the CAG's office need to only modify the information that is already available in the application format for changes, if any, reflecting the status of such firms as on 01 January 2024.
4. Firms/LLPs that are seeking empanelment for the first time should provide information as on 01 January 2024.
5. The information filed online in the application can be edited/modified any number of times till last date of submission.
6. The firms/LLPs are required to submit/upload scanned copies of documents while submitting the online application. A copy of these documents is also required to be sent through post/courier which should reach this office latest by 28 February 2024. Only applications complete in all respects will be considered for empanelment. Incomplete application/documents received after the prescribed last date(s) will not be entertained.
7. All applicant firms/LLPs, after filing the online application form and uploading the documents, will have to generate online acknowledgement number for the year 2024-2025 and only firms/

LLPs that have generated the online acknowledgement number for the year 2023-2024 will be considered for empanelment.

8. The online data submitted by the firms/LLPs should match with the updated data of the firms/LLPs available with the Institute of Chartered Accountants of India showing the position as on 01 January 2024. It may however be noted that any changes in data occurring after 01 January 2024 that lead to reduction in the rank of the applicant firm/LLP shall be taken into account.
9. The applicant firms/LLPs are required to furnish the following documents:
  - i. Acknowledgement letter for the year 2024-2025 generated after filing online application and uploading documents. (To be submitted with hard copy only).
  - ii. Statement I: Undertaking signed by all the partners/sole proprietor of the firm/LLP.
  - iii. Statement II: Signatures of CA employees of the firm/LLP.
  - iv. Copy of the Income Tax return of the firm/LLP along with computation of income for the assessment year 2023-2024 including distribution of income to partners.
  - v. Income tax return for the assessment year 2023-2024 in respect of the partners who joined the firm/LLP as partners in the firm/LLP after 1 April 2022 but prior to such joining, were associated as CA employees in the firm/LLP.
  - vi. Copy of the annual accounts of the firm for the financial year 2022-2023.
  - vii. Copy of schedules to annual accounts for the financial year 2022-2023 indicating the distribution of income (including share of profit/loss, remuneration and interest on capital) among the partners.
  - viii. Statement-III: Details of GST paid by the firm/LLP for the financial year 2022-2023.
  - ix. In case of CISA qualified members, self attested copy of the final CISA certificate granted by the "Information Systems Audit and Control Association", USA and an undertaking as per Statement-IV.
  - x. Self attested copy of final certificate of Certified Public Accountant, USA/Certified Internal Auditor, USA/ Certified Fraud Examiner, USA alongwith an undertaking as per Statement-IV A
  - xi. In case the firm/partner/CA employee is/are reprimanded by Quality Review Board/National Financial Reporting Authority, debarred by any Regulator/Authority,

convicted/charge-sheeted/under-trial – copy(ies) of the orders to concerned authority(ies).

xii. Duly filled up check list of the documents as per format. (To be placed on the top).

10. The above documents should be addressed to:

The Director General (Commercial) - I,  
Office of the Comptroller & Auditor General of India,  
10, Bahadur Shah Zafar Marg,  
New Delhi-110002.

11. On the top of the envelope containing the documents, the following should be stated:

“Application for empanelment of CA firms/LLPs with office of the CAG of India”.

12. The documents should be properly tagged and page numbered. This office owns no responsibility for loss of any documents, which are not properly tagged or sent subsequently in piecemeal.

13. Non submission of the documents listed at Sr. No. 9 above may result in non-consideration of the application for empanelment filed online by the firm/LLP.

14. Partners and CA employees whose data is filed by the firm/LLP in the online application but whose signatures are not furnished in Statement I and Statement II (in hard copy as well as uploaded), respectively, will not be considered for empanelment and award of points.

15. Break-up of income of partners filed during online application should match with the distribution of income as reflected in the schedules to the Annual Accounts as mentioned in Sr. No. 9, item vii above. In case of mismatch between these two in respect of any of the partners, such partner will not be considered for the purpose of empanelment and award of points.

16. A provisional panel will be made available on the website of this office in the month of May/June 2024 for a period of 10 days indicating the position of empanelment and point score of the firm/LLP. Notification in this regard will be published on the website of this office and a notice for the same will be sent to the applicant firms/LLPs through email before hosting the provisional panel. Representation, if any, for clerical mistake made by the firm/LLP, in the online data only, will be accepted during the above mentioned period of 10 days. The representation will be considered on merit on case to case basis. No representation of any kind will be entertained after the period of 10 days as mentioned above.

17. The CAG reserves the right to call for additional information with regard to the online application and documents submitted by the firm/LLP.

18. The information submitted by the applicant firms/LLPs is subject to verification with the details to be provided by the Institute of Chartered Accountants of India and any other organization(s) as may be required. If any of the information so furnished is later found to be not correct or false or there has been suppression of material information, the firm/LLP would stand disqualified from empanelment/allotment of audit and might also be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there-under.
19. After finalisation of the panel, the same will be displayed on the website [www.cag.gov.in](http://www.cag.gov.in) from where the empanelled firms/LLPs will be able to take print out of the empanelment letter.
20. The decision of the Office of the CAG of India, with regard to empanelment of firm/LLP and consideration for appointment as auditor, will be final.
21. This office reserves the right to inspect the offices of the Chartered Accountant firms/LLPs empanelled with this office to verify the correctness of the information furnished in the application for empanelment.
22. This office reserves the right to take necessary action in case the firm/LLP refuses to take up the audit assignment without valid reason.
23. It may be noted that the data filed by the firms/LLPs will primarily be used for empanelment with the Office of CAG for the purpose of appointment of auditors of Companies as per Section 139 (5) and 139(7) of the Companies Act 2013 and of Statutory Corporations/Autonomous Bodies as per the provisions of their respective Acts. However, the same may also be used for preparation of panels for other organisations such as Reserve Bank of India, Life Insurance Corporation of India etc. as and when requested for by such organisations.