

CAREER OBJECTIVE

CA Snigdha Mody Chaurasia

F.C.A., B.Com, M.Com., DISA

(+919993519163, +917047895212

E-mail- casnigdhamodychaurasia@gmail.com

An enterprising, enthusiastic and energetic aspiring Chartered Accountant, who is determined to achieve her goal in Government Sector, would like to work in a competitive environment and execute challenging assignments to the benefit of the organization. This, in turn, will enable me to leverage my skills and abilities to the fullest and enhance them.

STRENGTH

- Good Interpersonal & Communication Skills
- Well versed in English and Hindi Language
- Punctual and Goal Oriented
- Ability to be a Leader and work in a team
- Self-Motivated and Confident

PRESENT WORK EXPERIENCE (April 2022 to till now)

M/s S. M. Chaurasia & Associates, Sagar, M.P.

Working as Proprietor and gaining experience of :

- Audit of E- District, E- Gov Lok Seva (MMP) Account, Collectorate, Sagar from the FY 2022 to 2024
- Audit of Army Unit 36 Rapid Ordinance Unit Sagar for the FY 2022 to 2023
- Preparation of CMA & Project Report, Cash Flow & Fund Flow Statement
- Tax Audits u/s 44 AB of Proprietorship / Partnership Firms
- Internal Audit, GST, TDS and Finanlisation of Accounts related assignments of Shree Metals Mujbi Pvt Ltd, Bhandara and its Sister Concerns ie. ASA Agrotech Pvt Ltd, Nagpur and ERA transmission and Distribution Ltd, Umred, Maharashtra **from April 2022 to March 2024**

PREVIOUS WORK EXPERIENCE (June 2014 to March 2022)

M/s Gupta Lakhani Associates, Sagar, M.P.

Working as Partner and Gaining Experience of Nationalized Banks :

- Statutory Audit of Punjab and Sindh Bank, L.B.S. College, Jaipur, Rajasthan for the F.Y. 2018-19 & P.Y. Road , Indore for the F.Y. 2016-17
- Stock Audit empanelment of Allahabad Bank, Sagar for the F.Y 2019-20 and F.Y. 2020-21
- Concurrent Audit and EDP Audit of M.P.Rajya Sahkari Banj Mydt. APEX Bank, Sagar for the F.Y. 2016-17
- Concurrent Audit of DCCB MYDT, Sagar various branches for the FY 2019-20, FY 2018-19 & FY 2017-18
- Concurrent Audit of Central Bank of India, Gopalganj Branch, Sagar January 2018 to December 2019 & Cantt Branch, Sagar from June 2014 to December 2015, from January 2021 to March 2022

- Concurrent Audit of Allahabad Bank, Katra Bazar Branch, Sagar October 2015 to September 2018
- Revenue Audit of various branches of Central Bank of India of Sagar region from FY 2013-14 to till now
- Revenue Audit of Oriental Bank of Commerce, Sagar for the FY 2017-18
- Information System Audit of Punjab and Sindh Bank, Sihora, Sagar for the F.Y. 2015-16

Working as Partner and Gaining Experience of Government Departments and Army Units :

- Internal Audit of World Bank Fund of Govt Degree College, Sagar from the FY 2018-19, 2019-20, 2020-21
- Audit of Army Unit Hawk CSD Canteen & 36 Rapid Ordinance Unit Sagar from the FY 2014-15 to 2020-21
- Audit of Red Cross Society, Sagar for the F.Y. 2018-19
- Audit of Samajik Nyay Nishakt Jan Kalyan, Sagar from the F.Y. 2012-13 to F.Y 2016-17
- Audit of Nagar Parishad, Harpalpur, Chhatarpur for the F.Y. 2015-16
- Audit of E- District, E- Gov Lok Seva (MMP) Account, Collectorate, Sagar from the FY 2010 to 2021

Working as Partner and Gaining Experience of Other Assignments :

- Preparation of CMA & Project Report for Bank Finance i e. Allahabad Bank, Punjab National Bank etc.
- Handling Matters of Direct Taxes, Indirect Taxes i e. GST of Individual, Proprietorship / Partnership Firms
- Handling Matters of TDS of Nationalized Bank's Branches in Sagar for the F. Y. 2016-17 to till now
- Handling Matters of TDS of E-District, Collectorate in Sagar for the F. Y. 2021-22
- GST Audits of Proprietorship / Partnership Firms from the F. Y. 2017-18 to till now
- Tax Audits u/s 44 AB of Proprietorship / Partnership Firms from F. Y. 2013-14 to till now
- Preparation of Audit Reports of Societies under M. P. Co-operative Societies Act 1960 from FY 2013-14 to till now

PREVIOUS WORK EXPERIENCE (November 2013 to May 2014)

M/s Snigdha M. Chaurasia & Company, Sagar, M.P.

Working as Proprietor and gaining experience of :

- Tax Audits u/s 44 AB of Proprietorship / Partnership Firms
- Revenue Audit in Central Bank of India, Cantt, Sagar and Hata, Damoh M.P.
- Preparation of CMA & Project Report, Cash Flow & Fund Flow Statement
- Preparation of TDS return, Sales Tax Return, Income Tax Return and filing thereof
- Preparation of Audit Reports of Societies under M.P. Co-operative Societies Act 1960
- Officer's Mess Audit in Group HQ NCC, Sagar, M.P.

CERTIFICATE COURSES

- Diploma in Information System Audit 'DISA' conducted by ICAI
- Certificate Course of Concurrent Audit of Banks Conducted by WIRC, ICAI
- Advanced Excel and Financial Modeling Certification
- Refresher Course on Internal Audit Conducted by ICAI
- General Management and Communication Skills Program conducted by ICAI
- Information Technology Training Conducted by ICAI
- Pursuing Certificate Course of Indian Accounting Standards conducted by ICAI

I hereby declare that the information given in this resume is true, complete and correct to the best of my knowledge and belief.

Date - 04/12/2024

CA Snigdha Mody Chaurasia

Place : Sagar, (M.P.) 🇮🇳

The Institute of Chartered Accountants of India



Certificate of Practice

This is to Certify that
Ms. Snigdha Mody Chaurasia, A.C.A.
Daughter of C P Mody
Membership No. 424224 of Sagar
is entitled to practise as Chartered Accountant.
This Certificate is issued subject to the provision(s) of
the Chartered Accountants Regulations, 1988,
or amendment(s) thereof.
The Certificate shall be effective from the
Fifth day of September, 2013 and
Given under the Common Seal of the
Institute of Chartered Accountants of India,
this Thirtieth day of September, 2013.



Snigdha Mody

424224

Kavij
(T KARTHIKEYAN)
Secretary

Subodh
(SUBODH KUMAR AGRAWAL)
President

Sham



**The Institute of
Chartered Accountants
of India
Central Regional Office,
KANPUR**

**INFORMATION TECHNOLOGY
TRAINING COURSE CERTIFICATE**

This is to certify that

Ms. Mr. Sujeeta Mary Chaurasia

Student Registration No. CR0-0159860

has completed the

INFORMATION TECHNOLOGY TRAINING COURSE

at JABALPUR Branch of CIRC (Branch Code CIO17)

by passing relevant tests to the satisfaction of

the Board of Studies, ICAI,

in accordance with the requirements of

Regulation 45 of the

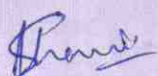
Chartered Accountants Regulations, 1988

Certificate No.: 177/539/22

Test Date: 08/03/2009

Date: 09/03/2009


BRANCH CHAIRMAN



350210

GMCS / BR /

Serial No.

08/2013/0035

Batch No.

BPL-GRC/GMCS/2013-14/000110

Certificate No.

This is to Certify that

SNAGDHA

MODY

Name of Participant

CRD 0159860

Registration No.

has attended the 15 days

General Management and Communication Skills Course

Organised by

BHOPAL

Branch of

Central India Regional Council of ICAI

13.08.2013

From (dd/mm/yyyy)

28.08.2013

To (dd/mm/yyyy)

*in accordance with the requirements of Regulations
51A/72A of the Chartered Accountants Regulations, 1988.*



Board of Studies

**The Institute of Chartered
Accountants of India**

[Signature]

Branch Secretary

[Signature]

Branch Chairman

[Signature]



The Institute of Chartered Accountants of India

(Set up under an Act of Parliament)

ICAI BHAWAN

Post Box No. 314, 16/77-B, (New No. 16/191), Civil Lines, Kanpur - 208 001

Telephone : 0512-3989398, 3011198

Telegram : 'CIRCA' Kanpur

Fax : 0512-3011193

E-mail : cro@icai.in

SPEED POST

24 DEC 2013

MEMBER SECTION

20/12/2013

Firm Registration No. : 018801C

SNIGDHA MODY CHAURASIA ACA
CHARTERED ACCOUNTANT
H NO 320 SHIVAJI NAGAR WARD
IN FRONT OF POLYTECHNIC COLLEGE
RIMJHIRIYA
SAGAR-470002

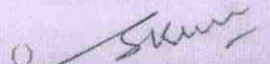
Madam,

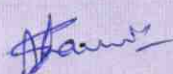
Please refer to your application Form No.18 dated 09-DEC-13.

We have noted in our records that you have set up your practice under the trade name M/s. SNIGDHA M CHAURASIA & CO at the above address with effect from 18-NOV-13 and that you are its Sole Proprietor.

The Firm Registration Number of your firm in our records is 018801C, which you may quote in all future correspondence relating to your firm.

Yours faithfully,


ASSISTANT SECRETARY



कार्यालय संयुक्त संचालक नगरीय प्रशासन एवं विकास सागर संभाग सागर

क्रमांक/आडिट/2016/2176
प्रति,

सागर दिनांक

23/06/16

मुख्य नगर पालिका अधिकारी
नगर पालिका/नगर परिषद बीना/बण्डा/शाहगढ़/
हटा/हरपालपुर/ टीकमगढ़
सागर संभाग सागर

विषय: नगरीय निकायों के लेखाओं की संपरीक्षा चार्टर्ड अकाउंटेंट के द्वारा कराये जाने के संबंध में।

संदर्भ: संचालनालय पत्र क्रमांक 5494 भोपाल दिनांक 29.04.2016

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उपरोक्त विषयांतर्गत संचालनालय नगरीय प्रशासन एवं विकास म.प्र.भोपाल के आदेश क्रमांक 5494 भोपाल दिनांक 29.04.2016 में दिये गये निर्देशानुसार नगरीय निकायों की लेखाओं की संपरीक्षा कार्य चार्टर्ड अकाउंटेंट के द्वारा किये जाने हेतु नगरीय निकायों द्वारा चार्टर्ड अकाउंटेंट के प्रेषित किये गये प्रस्ताव में योग्य, अनुभवी चार्टर्ड अकाउंटेंट का चयन कार्यालयीन आदेश क्रमांक 1952 दिनांक 06.06.2016 एवं आदेश क्रमांक 2059 दिनांक 13.06.2016 द्वारा चार्टर्ड अकाउंटेंट का चयन किया गया था।

नगर पालिका बीना, बण्डा, शाहगढ़, हटा, हरपालपुर, टीकमगढ़ में चयनित चार्टर्ड अकाउंटेंट ने निकाय में आवेदन दिनांक 17.06.2016 द्वारा आडिट कार्य करने से इंकार किया जाकर किसी अन्य चार्टर्ड अकाउंटेंट से कार्य कराये जाने का लेख किया है।

नगर पालिका बीना, बण्डा, शाहगढ़, हटा, हरपालपुर, टीकमगढ़ में चार्टर्ड अकाउंटेंट के चयन हेतु कार्यालयीन आदेश क्रमांक 2134 सागर दिनांक 20.06.2016 में संयुक्त संचालक की अध्यक्षता में गठित की गयी समिति की बैठक दिनांक 23.06.2016 को आयोजित की गई जिसमें संलग्न सूची अनुसार 06 निकायों के लिये चार्टर्ड अकाउंटेंट का चयन किया गया।

कृपया चार्टर्ड अकाउंटेंट से अनुबंध कर कार्यादेश जारी करे एवं निर्धारित समय सीमा में संपरीक्षा का कार्य कराकर इस कार्यालय को आडिट रिपोर्ट समयावधि में प्रस्तुत करें।

संलग्न : उपरोक्तानुसार।

संयुक्त संचालक
नगरीय प्रशासन एवं विकास
सागर संभाग सागर

सागर दिनांक

23/06/16

पृ. क्रमांक/आडिट/2016/2177
प्रतिलिपि :

1. आयुक्त नगरीय प्रशासन एवं विकास म.प्र.भोपाल की ओर सूचनार्थ प्रेषित।

संयुक्त संचालक
नगरीय प्रशासन एवं विकास
सागर संभाग सागर

कार्यालय संयुक्त संचालक नगरीय प्रशासन एवं विकास सागर संभाग सागर

:: कार्यवाही विवरण ::

सागर दिनांक 23/06/16

क्रमांक/आडिट/सी.ए./2016/2175 संचालनालय नगरीय प्रशासन एवं विकास म.प्र.भोपाल के आदेश क्रमांक 5494 भोपाल दिनांक 29.04.2016 में दिये गये निर्देशानुसार नगरीय निकायों की लेखाओं की संपरीक्षा कार्य चार्टर्ड अकाउंटेंट के द्वारा किये जाने हेतु नगरीय निकायों द्वारा चार्टर्ड अकाउंटेंट के प्रेषित किये गये प्रस्ताव में योग्य, अनुभवी चार्टर्ड अकाउंटेंट का चयन कार्यालयीन आदेश क्रमांक 1952 दिनांक 06.06.2016 एवं आदेश क्रमांक 2059 दिनांक 13.06.2016 द्वारा चार्टर्ड अकाउंटेंट का चयन किया गया था।

नगर पालिका बीना, बण्डा, शाहगढ़, हटा, हरपालपुर, टीकमगढ़ में चयनित चार्टर्ड अकाउंटेंट ने निकाय में आवेदन दिनांक 17.06.2016 द्वारा आडिट कार्य करने से इंकार किया जाकर किसी अन्य चार्टर्ड अकाउंटेंट से कार्य कराये जाने का लेख किया है।

नगर पालिका बीना, बण्डा, शाहगढ़, हटा, हरपालपुर, टीकमगढ़ में चार्टर्ड अकाउंटेंट के चयन हेतु कार्यालयीन आदेश क्रमांक 2134 सागर दिनांक 20.06.2016 में संयुक्त संचालक की अध्यक्षता में गठित की गयी समिति की बैठक दिनांक 23.06.2016 को आयोजित की गई जिसमें निम्नानुसार सदस्य उपस्थित हुये।

1. श्री एन.के.जैन संयुक्त संचालक नगरीय प्रशासन एवं विकास सागर संभाग सागर - अध्यक्ष
2. श्री एम.एल.तिवारी कार्यपालन यंत्री नगरीय प्रशासन एवं विकास सागर संभाग सागर - सदस्य
3. श्री सी.पी.राय मुख्य नगर पालिका अधिकारी नगर पालिका परिषद मकरोनियाबुजुर्ग - सदस्य

उपरोक्त गठित समिति द्वारा नगरीय निकायों द्वारा प्रेषित किये गये चार्टर्ड अकाउंटेंट के आवेदन पत्रों का परीक्षण किया गया एवं निकायवार निम्नानुसार चार्टर्ड अकाउंटेंट का चयन संपरीक्षा हेतु किया गया जिसका विवरण निम्नानुसार है :-

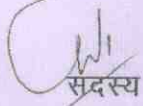
क्र.	जिले का नाम	निकाय का नाम	चार्टर्ड अकाउंटेंट का नाम	पता	आडिट किये जाने का वर्ष	संचालनालय द्वारा निर्धारित शुल्क
1	2	3	4	5	6	7
1	सागर	न.पा.बीना	एम.वाय एंड एसोसिएट	पाठक वार्ड बीना	2015-16	निर्धारित दर
2		न.प.बण्डा	मयंक केशरवानी एंड कंपनी	द्वितीय तल एच.डी. एफ.सी.बैंक के बाजू में परकोटा सागर	2015-16	निर्धारित दर
3		न.प.शाहगढ़	एस.पी.एस.ए.एंड कंपनी	गुजराती बाजार सागर	2015-16	निर्धारित दर
4	दमोह	न.पा.हटा	एन.के.राय एंड एसोसिएट	5 सिविल लाईन सागर	2015-16	निर्धारित दर
5	छतरपुर	न.प.हरपालपुर	गुप्ता लखानी एंड एसोसिएट	शिवाजी नगर वार्ड रिमझिरिया सागर	2015-16	निर्धारित दर
6	टीकमगढ़	न.पा.टीकमगढ़	आर.एस.एस.ए.एंड एसोसिएट	अदिति गैस एंजंसी 10 सिविल लाईन सागर	2015-16	निर्धारित दर

शर्त :-

1. उपरोक्तानुसार कॉलम नम्बर 04 में अंकित चार्टर्ड अकाउंटेंट को कॉलम नम्बर 03 में अंकित निकाय का संपरीक्षा हेतु चार्टर्ड अकाउंटेंट को संचालनालय के पत्र में संलग्न शर्तों के अनुसार संपरीक्षा किये जाने हेतु अधिकृत किया जाता है।

Sham

2. संबंधित निकाय नियुक्त चार्टर्ड अकाउंटेंट को अभिलेख उपलब्ध कराना सुनिश्चित करेंगे एवं निर्धारित समय सीमा में लेखाओं का संपरीक्षा किया जाकर रिपोर्ट मुख्य नगर पालिका अधिकारी के माध्यम से इस कार्यालय को प्रेषित करेंगे।
3. चार्टर्ड अकाउंटेंट को संपरीक्षा का शुल्क नगर परिषद के लिये 25000/- रुपये तथा नगर पालिका परिषद के लिये 50000/- रुपये का भुगतान मुख्य नगर पालिका अधिकारी निकाय निधि से करेंगे।
4. मुख्य नगर पालिका अधिकारी नगर पालिका/नगर परिषद चार्टर्ड अकाउंटेंट से नियमानुसार अनुबंध कर कार्यदेश जारी करेंगे।



सदस्य

(सी.पी.राय)

मुख्य नगर पालिका अधिकारी
नगर पालिका परिषद मकरोनिया
जिला सागर



सदस्य

(एम.एल.तिवारी)

कार्यपालन यंत्री

नगरीय प्रशासन एवं विकास
सागर संभाग सागर



अध्यक्ष

(एन.के.जैन)

संयुक्त संचालक

नगरीय प्रशासन एवं विकास
सागर संभाग सागर



कायोलय नगर परिषद हरपालपुर जिला छतरपुर म0प्र0

(फोन फैक्स 7685-261734 ईमेल cmohpp@gmail.com)

क्रमांक 725/न.परि./2016

दिनांक 27/6/16

प्रति

गुप्ता लखानी एण्ड एसोसियट
शिवाजी नगर वार्ड रिमझिरिया सागर

विषय :- अनुबंध निष्पादन वावत्।

विषयांतर्गत लेख है कि संयुक्त संचालक नगरीय प्रशासन एवं विकास सागर संभाग सागर द्वारा नगर परिषद हरपालपुर के वित्तीय वर्ष 2015-16 क आडिट करने हेतु चयन किया गया जिसका पत्र आज दिनांक 27.06.2016 को मेल के माध्यम से प्राप्त हुआ। कृप्या निर्धारित स्टाम्प सहित अनुबंध हेतु तत्काल उपस्थित होने का कष्ट करें।

पृ0क्र0 726/न.पा./2016
प्रतिलिपि :-

1. आयुक्त महोदय नगरीय प्रशासन एवं विकास भोपाल की ओर सूचनार्थ।
2. श्रीमान मान संयुक्त संचालक नगरीय प्रशासन एवं विकास सागर संभाग सागर की ओर सूचनार्थ।

मुख्य नगर पालिका अधिकारी
नगर परिषद हरपालपुर
दिनांक 27/6/16

मुख्य नगर पालिका अधिकारी
नगर परिषद हरपालपुर

Shams

GUPTA LAKHANI & ASSOCIATES
CHARTERED ACCOUNTANTS



F 12-14, Chitra Compl
178, Zone-I, M.P. Nag
Bhopal 4620
Tel: +91 755 42034
email: gla_ca@hotmail.co

CA R.P. Gupta
B.Com., FCA

CA Suresh Lakhani
M.Com., FCA, DISA (ICAI), AICWA

CA Abhishek Gupta
B.Com., FCA, DISA (ICAI)

CA Swati Gupta
B.Com., FCA, DISA (ICAI)

CA Snigdha Mody Chaurasi
M.Com., ACA

Date: 01.06.2014

To,
The Deputy Secretary,
The Institute Of Chartered Accountants of India,
16/77-B Civil Lines,
KANPUR- 208 001

Dear Sir,

**Subject: - i) Admission of new Partner
ii) Opening of Branch Office**

We hereby inform that one new partner, as per detail given below, has been included in our firm – **M/s Gupta Lakhani & Associates, w.e.f. 1st June, 2014**
CA Mrs. SNIGDHA MODY CHAURASIA Membership No. 424224

Hence, our firm stands reconstituted w.e.f. 1st June, 2014 having five partners namely:

1. CA RAM PRAKASH GUPTA; M. No. 016564;
2. CA SURESH LAKHANI; M. No. 401857;
3. CA SWATI GUPTA; M. No. 403715;
4. CA ABHISHEK GUPTA; M. No. 402074;
5. CA SNIGDHA MODY CHAURASIA M. No. 424224

Further Branch office of the firm is being opened at the following address:

H. No. 320, Shivaji Ward,
Rimjhiriya,
Sagar, Madhya Pradesh
470001

CA Snigdha Mody Chaurasia will be incharge of this Branch

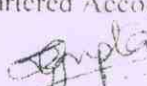
Accordingly, a copy of following documents are enclosed-

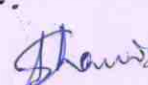
1. Form No. 18
2. Photocopy of supplementary Partnership Deed

Please make the necessary changes in your records.

Thanking you.

Yours faithfully
For Gupta Lakhani & Associates
Chartered Accountants


CA Swati Gupta
Head Office Incharge
M.No. 403715





मध्य प्रदेश MADHYA PRADESH

SUPPLEMENTARY PARTNERSHIP DEED

AB 425680

This Supplementary Partnership deed is made at Bhopal on the 01st day of June, 2014 and is in continuation of Revised Partnership Deed executed on 3rd March 2010, among:-

- (1) Shri RAM PRAKASH GUPTA S/o Late Shri R.S. GUPTA, aged about 62 years, R/o.41, Durgesh Vihar, J.K. Road, Bhopal, Madhya Pradesh. 462041. (hereinafter called First Party).
- (2) Shri SURESH LAKAHNI S/o Shri DAULAT RAM LAKHANI, aged about 35 years, R/o. 96, Sant Kanwar Ram Nagar, Berasia Road, Bhopal, Madhya Pradesh. 462038 (hereinafter called Second Party).
- (3) Mrs. SWATI GUPTA W/o Shri ABHISHEK GUPTA, aged about 33 years, R/o. 41, Durgesh Vihar, J.K. Road, Bhopal, Madhya Pradesh 462041. (hereinafter called Third Party).
- (4) Shri ABHISHEK GUPTA S/o Shri R.P. GUPTA aged about 36 years, R/o. 41, Durgesh Vihar, J K Road, Bhopal, Madhya Pradesh. 462 041, (hereinafter called Fourth Party).
- (5) Mrs. SNIGDHA MODY CHAURASIA, W/o Shri MANOJ CHAURASIA, aged 33 years, R/o H. No. 320, Shivaji Ward, Rimjhiriya, Sagar, Madhya Pradesh, 470001 (hereinafter called Fifth Party)

NOW THIS DEED WITNESSES AS UNDER:

- (1) THAT the Fifth Party is interested to become partner in the firm and has been admitted as partner in the firm w.e.f. 01st June 2014.

Handwritten signatures and initials are present at the bottom of the page, including a signature that appears to be 'Gupta' and another that appears to be 'Sharma'.

(2) THAT Mrs. SNIGDHA MODY CHAURASIA will open a Branch Office of the Firm H. No. 320, Shivaji Ward, Rimjhiriya, Sagar, Madhya Pradesh 470001 or such other place within the city of Sagar, Madhya Pradesh as may be deemed fit to her and she will be in full time incharge of such Branch.

(2) THAT the profit/ loss of all the five partners (including the new partner) shall be as follows:

Sr. No.	Name of Partner	Share of Profit/ Loss (in %)
1	Ram Prakash Gupta	22
2	Suresh Lakhani	22
3	Swati Gupta	22
4	Abhishek Gupta	22
5	Snigdha Mody Chaurasia	12

(3) THAT Mrs. SNIGDHA MODY CHAURASIA can open a Bank Account in the name of the firm at Sagar for which she will be sole signatory.

(4) THAT the party of the fifth part shall inform to the Institute of Chartered Accountants of India of her joining as a partner in the firm as per the prescribed format.

(5) THAT all other clauses as appearing in the revised Partnership Deed executed on 31 March 2010 shall remain same.

In witness thereof we the above named parties have set our respective hands on this SUPPLEMENTARY PARTNERSHIP DEED after fully understanding the matters contained herein above on the date and year first above written in presence of witnesses.


Witnesses

1.

2.

Executants


1)


Shri Ram Prakash Gupta
Party of the First Part


2)


Shri Suresh Lakhani
Party of the Second Part

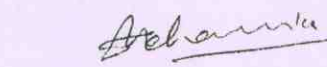
3)

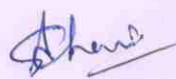

Mrs. Swati Gupta
Party of the Third Part

4)


Mr. Abhishek Gupta
Party of the Fourth Part

5)


Mrs. Snigdha Mody Chaurasia
Party of the Fifth Part



ALLAHABAD BANK
(AGOVERNMENT 01 INDIA
UNDERTAKING)



CONCURRENT AUDIT CELL
HEAD OFFICE
14, INDIA EXCHANGE PLACE
4th FLOOR, CALCUTTA-700001
PHONE-033-22420919/22627044
FAX 033-2231-2422
E-MAIL ho.ins@allahabadbank.in

Ref.No.INS/CA/2015-16/ZO JABALPUR/ F- 703 / 2037

Date : 30 .09.2015

M/S GUPTA LAKHANI & ASSOCIATES
Chartered Accountants
H NO. 320, SHIVAJI WARD
RIMJHIRIYA
SAGAR(MP)
9993519163, 9425609247
casnigdhamodychaurasia@gmail.com

Dear Sir,

Concurrent Audit : October,2015 to September,2016
Branch : SAGAR Branch Code : 477
(ZO : JABALPUR) (FIO : BHOPAL)

We are pleased to appoint you as auditor of our captioned branch for carrying out Concurrent Audit for the period from October, 2015 to September, 2016. The appointment is only for one year and may be renewed further for one year subject to your satisfactory performance / rating. Please note that for renewal **in next year you have to apply fresh as per details loaded in Bank's web site**, usually in the month of August. The audit is to be carried out **On Line** as per concurrent audit manual (Details of which are described in CD enclosed) as also "Minimum Audit Programme for concurrent audit system"(copy enclosed) given in RBI circular no. DBS.CO.ARS.NO.BC 2/08.91.021 /2015-16 dated 16.07.2015. The main terms and conditions are as under:

a) We propose to offer you a consolidated fee of Rs.14000/-(Rs.Fourteen Thousands only) per month plus service tax for aforesaid period. No other amount for travelling, conveyance and other expenditures will be paid to the local auditors. Only for outstation auditors, actual expenditure will be reimbursed for travelling, conveyance, boarding and lodging expenditures subject to submission of bills and subject to a maximum limit up to Rs.1,500/- (Rs. One thousand and five hundred only) per month. For Service tax, a declaration should be submitted along with the bill for audit fees to the effect that the same has been / will be deposited with the concerned Govt. Department. TDS will be deducted as per rules.

ALLAHABAD BANK
(A GOVERNMENT OF INDIA
UNDERTAKING)



CONCURRENT AUDIT CELL
HEAD OFFICE
14, INDIA EXCHANGE PLACE
4th FLOOR, CALCUTTA-700001
E-MAIL ho.ins@allahabadbank.in

Ref no: HO/INSP/CA/1238

Date-12.08.2016

M/s GUPTA LAKHANI & ASSOCIATES
Chartered Accountants
H NO. 320, SHIVAJI WARD
RIMJHIRIYA
SAGAR(MP)
9993519163, 9425609247
casnigdhamodychaurasia@gmail.com

Dear Sir,

Concurrent Audit Appointment/ Renewal

The appointment / renewal process of Concurrent Auditors for the period 01.10.2016 to 30.09.2017 has already been initiated by us. The related Bio data format has already been uploaded on bank's website www.allahabadbank.in. The last date for submission of bio data to us is **18.08.2016**.

As already mentioned in your appointment letter for the period 01.10.2015 to 30.09.2016, you are required to apply fresh in prescribed bio data for renewal.

Further, we request you to submit the undernoted information as per the attached format for consideration of renewal favorably at our end by mail(ho.ins@allahabadbank.in) followed by hard copy latest by **20.08.2016**.

With Regards

Yours faithfully,

(S.K.Agarwal)
Assistant General Manager

ALLAHABAD BANK
(A GOVERNMENT OF INDIA
UNDERTAKING)



CONCURRENT AUDIT CELL
HEAD OFFICE
14, INDIA EXCHANGE PLACE
4th FLOOR, CALCUTTA-700001
E-MAIL ho.ins@allahabadbank.in

Ref.No.INS/CA/2017-18/ZO JABALPUR/1249

Date : 25.09.2017

M/s GUPTA LAKHANI & ASSOCIATES
Chartered Accountants
H NO. 320, SHIVAJI WARD
RIMJHIRIYA
SAGAR(MP)
9993519163, 9425609247
casnigdhamodychaurasia@gmail.com

Dear Sir,

Concurrent Audit : October,2017 to March,2018
Branch : SAGAR Branch Code : 477
(ZO : JABALPUR) (FIO : BHOPAL)

The competent authority has appointed you as Concurrent Auditor of our captioned branch for carrying out Concurrent Audit for the period **from 01.10.2017 to 31.03.2018**. The appointment is initially only for Six Months and may be renewed further for another Six months subject to your satisfactory performance / rating and maximum for a period of three years. Please note that for renewal **in next year i.e. 01.10.2018 you have to apply a fresh as per details loaded in Bank's web site**, usually in the month of August. The audit is to be carried out **On Line** as per concurrent audit manual (Details of which are described in CD which will be supplied by the concerned Zonal office at the time of familiarization programe) as also "Minimum Audit Programme for concurrent audit system"(copy enclosed: Annexure – A) given in RBI circular no. DBS.CO.ARS.NO.BC 2/08.91.021 /2015-16 dated 16.07.2015. The main terms and conditions are as under:

a) We propose to offer you a consolidated fee of Rs.14000 per month plus GST for aforesaid period. No other amount for travelling, conveyance and other expenditures will be paid to the local auditors. Only for outstation auditors, actual expenditure will be reimbursed for travelling, conveyance, boarding and lodging expenditures subject to submission of bills and subject to a maximum limit up to Rs.1,500/- (Rs. One thousand and five hundred only) per month. For GST, a declaration should be submitted along with the bill for audit fees to the effect that the same has been / will be deposited with the concerned Govt. Department. TDS will be deducted as per rules.

b) The Partner / Proprietor dealing with our Concurrent Audit should participate and pass the course on Concurrent Audit being conducted by the Institute of Chartered Accountants of India at the earliest.

Shank

ALLAHABAD BANK
(A GOVERNMENT OF INDIA
UNDERTAKING)

HEAD OFFICE



CONCURRENT AUDIT CELL
HEAD OFFICE
14, INDIA EXCHANGE PLACE
4th FLOOR, CALCUTTA-700001
E-MAIL: ho.ins@allahabadbank.in

Ref.No HO/INS/CA RENEWAL/2017-18/2315

Date: 03.03.2018.

M/S GUPTA LAKHANI & ASSOCIATES
Chartered Accountants
H NO. 320, SHIVAJI WARD
RIMJHIRIYA
SAGAR(MP)

Dear Sir,

**Concurrent Audit: Renewal for the period April, 2018 to Sept
30.2018** Branch: **SAGAR** Branch Code: **477**
(ZO: JABALPUR) (FIO: BHOPAL)

Please refer to our earlier empanelment letter no INS/CA 2017-18 Head office/ 1249 dated 25.09.2017, where in you were appointed as Concurrent Audit of our above branch for a period of 01.10.2017 to 31.03.2018.

We are pleased to inform you that the competent authority has renewed your said assignment up to 30.09.2018 on the same terms and conditions.

Please note that for renewal in next year i.e wef 01.10.2018, you have to apply a fresh as per details loaded in Bank's web site, usually in the month of August. The audit is to be carried out On Line as per concurrent audit manual (Details of which have already been supplied to you by the concerned Zonal office at the time of familiarization programme).

Please ensure reporting of irregularity through online ticket generation and are on daily basis.

Please note that last date of reporting for the Quarter ended is 10th of next month. Hence, ensure completion of reporting by 10th without fail.

(Shriniwas)
Asstt.General Manager.

प्रति,

मेसर्स गुप्ता लखानी एण्ड एसोसिएट्स

मकान नंबर 630 शिवाजी वार्ड रिमझिरिया सागर

(म0प्र0)

महोदय,

विषय :- वर्ष 2015-16 हेतु राजस्व जाँच प्रक्रिया (दिनांक 01.03.2015 TO 28.02.2016 हेतु)

सन्दर्भ :- केन्द्रीय कार्यालय पत्र क्रमांक CO:CA&ID:JBG:2015-16/3853 दिनांक

04.02.2016

उपरोक्त विषय में केन्द्रीय कार्यालय ने इस वर्ष क्षेत्र की शाखाओं में राजस्व हानि का पता

लगाने हेतु आपको हमारी निम्न शाखाओं में राजस्व जाँच करने हेतु नामित किया है:-

शाखा का नाम	शाखा प्रबंधक का नाम	दूरभाष क्रमांक	निर्धारित शुल्क
1 सागर कैंट	श्रीमति नीलिमा जैन	8458807544	10000 (सर्विस टेक्स अतिरिक्त)
2 सानोधा	श्री मधुकर पौणीकर	8458807546	6500 (सर्विस टेक्स अतिरिक्त)

जांच कार्य हेतु दिशा निर्देश तथा रिपोर्ट देने हेतु प्रारूप संलग्न किये जा रहे हैं। आपको आबंटित शाखाओं से 28.02.2016 तक ब्याज लगने के तुरंत बाद संपर्क कर जांच कार्य हेतु समनुदेशन (एसाईनमेन्ट) प्राप्त करना है। जांच कार्य आपको दिनांक 08.03.2016 तक अनिवार्य रूप से पूरा कर लेना है तथा हमारे कार्यालय को निर्धारित प्रारूप अनुलग्नक "बी" में दिनांक 11.03.2016 तक रिपोर्ट भेजना है। हमारे केन्द्रीय कार्यालय मुम्बई के उक्त संदर्भित पत्र क्रमांक के अनुसार

सहमति पत्र का प्रारूप

प्रति,

क्षेत्रीय कार्यालय
सेन्ट्रल बैंक आफ इण्डिया
परिचालन विभाग
7, सिविल लाईन सागर म.प्र.

विषय : वर्ष 2016-17 हेतु राजस्व जाँच प्रक्रिया) दिनांक 01.03.2016 से 28.02.2017 हेतु (

सन्दर्भ : आपका पत्र क्रमांक क्षेका / परिचालन/ 2016-17 / 1247 दिनांक 27.02.2017

उपरोक्त विषय एवं संदर्भ में हम आपको सूचित करते हैं कि आपके द्वारा दिये गये आपके क्षेत्र की शाखा 1. SAGAR CANTT बड़ी / मध्यम / लघु 2. DALPATPUR बड़ी / मध्यम / लघु वर्ष 2016-17 हेतु राजस्व जाँच प्रक्रिया) दिनांक 03.03.2017 से 11.02.2017 हेतु (कार्य करने हेतु हम सहमत हैं तथा हम अपनी जांच दिये गये समय पर पूरा कर लेगे तथा समय पर रिपोर्ट प्रस्तुत कर देगे ।

धन्यवाद

GUPTA LAKHANI & ASSOCIATES
चार्टर्ड फर्म

CA SNIGDHA MODY CHAURASIA
PARTNER

स्थान : SAGAR

दिनांक : 01/03/2017

GUPTA LAKHANI & ASSOCIATES
CHARTERED ACCOUNTANTS



H.No.-320,
Shivaji Ward, Rimjharia,
Sagar (M.P.) 470001
M : +91-99555-19163
Ph : 07582-237744
casnigdhamodychaurasia@gmail.com

CA R.P. Gupta
B.Com, FCA

CA Suresh Lakhani
M.Com, FCA, DISA (ICAI), AICWA

CA Abhishek Gupta
B.Com, FCA, DISA (ICAI)

CA Swati Gupta
B.Com, FCA, DISA (ICAI)

CA Snigdha Mody Chaurasia
M.Com, ACA

February 22, 2018

The Regional Manager,
Regional Office,
Central Bank of India,
Cantt, Sagar, 470002

Dear Sir,

Sub : For Acceptance of Revenue Audit Assignment Ref. No. RO/OPER/AUDIT/2017-18/1103

This is to inform you that We have Received the Revenue Audit Assignment for the F.Y. 2017-18 of Rehli, Mirkhedi & Rahatgarh Branch vide letter No. RO/OPER/AUDIT/2017-18/1103 Dated 19/02/2018. We hereby Accept the above Assignment.

We confirm that the Revenue Audit will be conducted in accordance with the guidelines of the Bank in this regard.

Thanking you

Yours faithfully

For **Gupta Lakhani & Associates**
Chartered Accountants

Snigdha
CA Snigdha Mody Chaurasia
Partner



Snigdha

के.ले.प.नि.विभाग (केन्द्रीय कार्यालय)

CA & ID (Corporate Office)

CO:CA&ID:2014-15: 2261

01.01.2015

To,

Telephone : 7554203487

M/s. GUPTA LAKHANI & ASSOCIATES

Mobile No.:

Chartered Accountants

E Mail Address:

F-12-14 CHITRA COMPLEX

abhishekguptaca@hotmail.com

178 ZONE-I, M P NAGAR,

gla_ca@hotmail.com

BHOPAL - 462011

Dear Sirs,

Re: **Concurrent Audit of SAGAR CANTONMENT M.P. Branch (1239)**

(Category: **URBAN / LARGE Branch**)

This has a reference to your online Application Ref. No.47326 seeking assignment of Concurrent Audit in our Bank, we are pleased to inform you that Concurrent Audit of **SAGAR CANTONMENT** Branch has been assigned to you w.e.f. **01.01.2015** on following terms and conditions :

The consolidated remuneration payable to your firm shall be **₹17000/- (Rupees Seventeen Thousand only) per month + Service Tax**. The Bank shall not pay any other expenses, such as travelling, lodging, boarding, halting, conveyance, stationery and other miscellaneous expenses etc. In case of termination of the Concurrent Audit Assignment, the remuneration for the incomplete month shall not be paid.

The addresses of the Branch and respective Zonal Audit Office (ZAO) are given hereunder. The addresses of Regional Offices can be obtained from the Branch / ZAO.

CENTRAL BANK OF INDIA	
<u>BRANCH</u>	<u>ZONAL AUDIT OFFICE (ZAO)</u>
SAGAR CANTONMENT (Branch Code:1239)	Central Bank of India Zonal Audit Office - Bhopal

के.ले.प.नि.विभाग (केन्द्रीय कार्यालय)

CA & ID (Corporate Office)

5 CIVIL LINES SAGAR. DIST: SAGAR M.P.- 470001 Phone No, 261596 e-mail: bmsaga1239@centralbank.co.in	9, Arera Hills, Jail Road Bhopal - 462 011 Tel. No.: 0755-2674048
---	---

The concurrent audit shall commence from 01.01.2015. The term of audit assignment will be for a period from 01.01.2015 to 31.12.2015 subject to the termination clause in this letter.

You are required to intimate the commencement of audit to the respective ZAO within 7 (seven) days of receipt of this letter, failing which, it shall be presumed that you are not interested in the aforesaid assignment and the same shall stand cancelled automatically without any further correspondence in the matter.

A Chartered Accountant, who has the experience of the audit work of Banks, should head the Concurrent Audit team, along with qualified assistants to attend to the audit work concurrently. The partner(s) of the audit firm should supervise the Concurrent Audit of the branch during their visits to the branch, in person. The Chartered Accountant (partner) should visit the branch at least twice in a week. You should daily depute sufficient number of persons / audit assistants for proper coverage and quality reporting.

You are required to furnish the names and specimen signatures of the persons who will be conducting the Concurrent Audit, signing the reports / statements / certificates to the concerned Branch / Regional Office and ZAO. Any change in the audit team shall be intimated immediately to the ZAO.

It is desirable that the Chartered Accountants undergo the "Certificate Course on Concurrent Audit in Banks" conducted by ICAI as early as possible, and certificate for the same should be submitted to ZAO.

You are required to ensure that, as far as possible, the irregularities are rectified on the spot. If, however, it is not possible, the same should be reported to the Branch Officials by issuing memoranda for immediate rectification.

In addition to the above, the assignment may expand to the work to various kinds of certifications also as required by Bank from time to time without any additional fees / remunerations. Bank may also at its discretion enhance the scope of Concurrent Audit as deemed fit without payment of additional fee.

The Concurrent Auditor shall be required to verify compliance of other audit reports (RBI Inspection, RBIA, IS Audit) submitted by the Branch to its Controlling Office, and submit the report.

CO :CA&ID:CA :2017-18/2147
Date: 20.12.2017

GUPTA LAKHANI & ASSOCIATES UCN-702742	
F-12-14 CHITRA COMPLEX, 178 ZONE-I M P NAGAR	
BHOPAL-462011	Mobile 9425609247
E mail	abhishekguptaca@hotmail.co
	m
	gla_ca@hotmail.com ;
	ca.swati@gmail.com

*Dear Sir,

Re: Assignment for conducting Concurrent Audit of GOPALGANJ, SAGAR branch (3142) under RO SAGAR

With reference to your Online Application Ref. No. "7027423493211120172777" for assignment of Concurrent Audit, we are pleased to assign Concurrent Audit of GOPALGANJ, SAGAR branch with effect from 01.01.2018 to 31.12.2018 (for a period of 12 months), as per the enclosed terms & conditions & broad guidelines for conducting Concurrent audit.

Subsequent to receipt of this letter, you are required to approach the auditee office/branch and submit the following documents in quadruplicate in one lot, complete in all respects by 06.01.2018, except those firms whose assignment is renewed at same branch.

- Hard copy of 'online application form' & assignment letter duly accepted & stamped (Annexure I).
- Declaration of Fidelity and Secrecy (Annexure - II).
- Undertaking of Do's and Don'ts (Annexure - III).
- Letter of confirmation regarding non-disqualification of Audit Firm on letter head (Annexure IV).
- Signatures of all Partners duly verified by their bankers & introduction of staffs. (Annexure -V)
- Self-attested copy of PAN Card of the firm & Partners.
- Self-attested copy of Proof of Address of the firm.
- Self-attested copy of Certificate of CISA/ DISA of the qualified partners.
- Copy of Certificate of practice of all partners issued by ICAI as also certificate having attended "Certificate course on Concurrent Audit of Banks".
- Copy of GST Registration number of firm.
- Self-attested copy of UID of Partners.
- Proof of revised Category as mentioned in online application form.

Terms and Conditions:

1. General:

- Concurrent audit should take place simultaneously with the occurrence of transactions or as near thereto as possible.
- Concurrent Audit is to be conducted on daily basis (on all working days). The scope of concurrent Audit shall encompass guidelines from Regulators, DFS (Ministry of finance, Govt. of India) besides Bank's Concurrent Audit Policy.
- The Partner/ s to get the audit conducted under direct supervision on daily basis. It is desirable that the Partner/ CA employee of the firm, who will attend the proposed Concurrent Audit Assignment, has attended the

