



**ONGC Employees Contributory Provident Fund Trust**  
**SHED-21, TEL BHAVAN, DEHRADUN**  
 PH: 2793641, 2794010, Fax No.0135-2755324

No: ONGC/ECPF/Accounts/2014-15

Dated: 7<sup>th</sup> May, 2015

**INVITATION TO CHARTERED ACCOUNTANCY FIRMS BASED AT DEHRADUN  
 FOR STATUTORY AUDIT OF WELFARE TRUSTS ADMINISTRED & MANAGED  
 BY OIL AND NATURAL GAS CORPORATION LIMITED, DEHRADUN**

**FOR THE YEAR 2014-15**

Proposals are invited from Chartered Accountancy firms based at Dehradun, who are registered with the Institute of Chartered Accountants of India and empanelled with Comptroller and Auditor General of India to conduct the statutory audit of the following ONGC Welfare Trusts for the financial year 2014-15

**1. ONGC Employees Contributory Provident Fund Trust (ONGC ECPF Trust)**

Audit fees- Rs 40,000/- (Rupees forty thousand only) (including service tax)

Scope of work- (i) Audit  
 (ii) E-filing of Income Tax Return

Contact person- Shri Desraj, Dy. Manager (F&A), Tel no- (0135) 2794012, 2794010  
 email id- ecpcf@ongc.co.in

**2. ONGC Self-Contributory Post Retirement and Death in Service (PRBS) Trust**

Audit fees- Rs 50,000/- (Rupees fifty thousand only) (including service tax)

Scope of work- (i) Audit  
 (ii) E-filing of Income Tax Return  
 (iii) Return On Investment (ROI) certification

Contact person- Shri Ajeet Kumar, F&AO, Tel no- (0135) 2794069, 2793134  
 email id- prbstrust@ongc.co.in

**3. Composite Social Security Scheme (CSSS) Trust**

Audit fees- Rs 28,090/- (Rupees twenty eight thousand and ninety only) (including service tax)

Scope of work- (i) Audit  
 (ii) E-filing of Income Tax Return

Contact person- Shri Mrityunjai Misra, Sr. F&AO, Tel no- (0135) 2794084, 2793189  
 email id- cssstrust@ongc.co.in



**ONGC Employees Contributory Provident Fund Trust**

**SHED-21, TEL BHAVAN, DEHRADUN**

**PH: 2793641, 2794010, Fax No.0135-2755324**

**4. ONGC Gratuity Fund Trust (OGFT)**

Audit fees- Rs 19,101/- (Rupees nineteen thousand one hundred one only) (including service tax)

Scope of work- (i) Audit  
(ii) E-filing of Income Tax Return

Contact person- Shri Mrityunjai Misra, Sr. F&AO, Tel no- (0135) 2794084, 2793189  
email id- cssstrust@ongc.co.in

**5. ONGC Sahayog Trust**

Audit fees- Rs 12,000/- (Rupees twelve thousand only) (including service tax)

Scope of work- (i) Audit  
(ii) E-filing of Income Tax Return

Contact person- Shri Ajeet Kumar, F&AO, Tel no- (0135) 2794069, 2793134  
email id- prbstrust@ongc.co.in


The information has to be submitted as per details given in Annexure. Separate signed and scanned proposals have to be submitted to separate Trusts on the respective email ids.

The information has to be submitted on or before 22<sup>nd</sup> May 2015.

The annexure is attached with this letter.

Thanking you,

Sincerely,  
For and on behalf of ONGC Welfare Trusts

  
(Santosh Kumar)  
Chief Manager (F&A)



**ONGC Employees Contributory Provident Fund Trust**  
**SHED-21, TEL BHAVAN, DEHRADUN**  
 PH: 2793641, 2794010, Fax No.0135-2755324

ANNEXURE

(ON THE LETTER HEAD OF THE FIRM)

Proposal for Audit of ..... (Name of Trust)

| Sl. No. | Particulars   | Information |
|---------|---|-------------|
| 1       | a. Name of the firm (in capital letter)   |             |
|         | b. Address of the Head Office (please also give telephone no. and e-mail address)<br>c. PAN no. of the firm<br>d. Name and telephone number of contact person |             |
| 2.      | ICAI registration No.:  |             |
| 3.      | Empanelment number with Comptroller and Auditor General of India (C&AG)   |             |
| 4.      | Number of Partners  |             |
| 5.      | Number of qualified staff   |             |
| 6.      | Average number of statutory audits (excluding cost audits) done per year in the last three years.   |             |
| 7.      | No. of audits of Welfare Trusts.  |             |

**UNDERTAKING**

I/We the sole proprietor/partners of M/s. \_\_\_\_\_ Chartered Accountants do hereby jointly and severally verify and declare:-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would stand disqualified.
- (ii) that the firm proprietor or partners have not been debarred by ICAI during last five years

Signature of the Partner/ Sole Proprietor  
(Seal of the firm)

Place:

Date: