



OFFICE OF THE  
PR. CHIEF COMMISSIONER OF INCOME-TAX,  
RAJASTHAN, JAIPUR  
N.C.R. BUILDING, JANPATH, JAIPUR (RAJASTHAN) – 302005

F.No. PCCIT/JPR/Addl.CIT(Tech.)/Cost Acct./2024-25/ 5327

Dated : 05.12.2024

**NOTIFICATION FOR APPLICATION**

The Income-tax Department, Rajasthan invites applications from Cost Accountant entities/ Firms/LLP for empanelment for Inventory valuation under clause (ii) of sub-section 2A of Section 142 of Income- Tax Act, 1961 for Rajasthan Region. The empanelment shall be effective for a period of 3 years from the date of notification of empanelment.

**A. The minimum eligibility criteria laid down for empanelment is as under-**

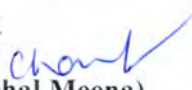
1. The applicant should be a reputed partnership firm or a proprietary concern or a Limited Liability Partnership (LLP) primarily engaged in the profession of cost accountancy and cost auditing, having a Staff/Article strength of at least 3 (other than Cost Accountants), and a minimum of 2 Cost Accountants working continuously for at least last one year (including partners/ proprietor) as on 31.3.2024.
2. The applicant should be having at least one office in the area(s) falling within the territorial jurisdiction of Pr. Chief Commissioner of Income Tax, Rajasthan, Jaipur
3. The applicant should have Cost Accountancy/ Cost auditing/ Internal Audit/ Insolvency Professional experience of a minimum period of 5 years as on 31.3.2024
4. The applicant should have audited cost records of at least one business entity having turnover of Rs. 50 Crores ( Rupees Fifty Crores) or more in at least 2 out of last 5 financial years (i.e. from FY 2019-20 to FY 2023- 24).
5. The applicant should have filed returns of income regularly up to A.Y 2024 - 25(FY 2023-24) and the gross professional receipts from professional services like Cost Consultancy/ Cost Audit/Internal Audit/Accountancy exclusively declared therein should be at least Rs. 15.00 Lakhs ( Rupees Fifteen Lakhs ) or more in at least 2 of the last 5 years (i.e. from F.Y.2019-20 to F.Y.2023-24).
6. The applicant should not have been charged with having indulged in any professional misconduct and no complaint under section 21 of Cost and Work Accountants Act, 1959 for any irregularity should have been filed against the applicant by the Income- tax Department.
7. No prosecution should be pending under Chapter XXII of the Income-tax Act, 1961 or under any other statute, against the applicant.
8. The applicant should not be facing any investigation/inquiry for tax evasion or for any other criminal proceedings on the date of application.

**B. Terms and Conditions:**

1. Remuneration including expenses of and incidental to any special inventory valuation shall be decided in accordance with Rule 14B of the I.T. Rules, 1962.
2. The empanelment of Cost Accountants shall be made at the discretion of the Income Tax Department and the decision made shall be final. Apart from the above mentioned minimum eligibility criteria; the Income Tax Department reserves the right to consider other relevant factors/inputs/feedbacks etc. while finalizing the list of empanelment of Cost Accountants.
3. The applicant with regard to the fulfillment of requirement stated at clauses (6),(7) and (8) of minimum eligibility criteria shall furnish an affidavit on non-judicial stamp paper of minimum value duly notarized by the notary public.

**C. Instructions for submission of Applications:**

1. Documents in support of all the above conditions should be submitted along with the application. Also, an affidavit of Rs.100/- duly attested by notary and stating to satisfy all above conditions by the applicant must be submitted alongwith the application
2. The applications received in this office shall be examined by a Screening & Selection Committee and the decision of the Department as regards the empanelment of Cost Accountant entities /Firms/LLPs on the panel will be final and binding. The general reputation of the Cost Accountant entities/ Firms/LLP will be considered and taken into account by the committee from departmental sources while considering the eligibility.
3. The Cost Accountant entities/ Firms/LLP that fulfill the above criteria may submit their applications specifying the fulfillment of conditions from (1) to (8) as stated above along with documentary evidences (duly certified along with notarized affidavit) alongwith an affidavit of Rs.100/- duly self-attested and stating to satisfy all above conditions to the office of the ITO(Technical), O/o Pr. Chief Commissioner of Income-tax, Rajasthan, Jaipur in Room No. 110, 1st Floor, Central Revenue Building, B.D. Road, Jaipur-302005 or on E-mail id- [jaipur.ito.tech.pccit@incometax.gov.in](mailto:jaipur.ito.tech.pccit@incometax.gov.in). Applications without any supporting documentary evidences will not be considered for empanelment.
4. The last date for submission of application is three weeks from the date of publication of this advertisement.
5. The notification alongwith application form is available on official website of Income Tax Department, Rajasthan [www.incometaxrajasthan.gov.in](http://www.incometaxrajasthan.gov.in)

  
**(Chanchal Meena)**  
Addl.CIT (Tech.)

For Principal Chief Commissioner of Income Tax(CCA), Rajasthan,  
Jaipur

PROFORMA FOR APPLICATION

1. Name of the applicant:
2. Complete Address of the applicant:
3. Office Address:
4. PAN of the applicant:
5. GST No. if any:
6. Details of the Assessing Officer (AO) of the applicant:
7. Contact Number, Website address and Email Id of the applicant:
8. Details of the partners/proprietor of the applicant:

Sl. No.	Name of the partner/proprietor	PAN	Details of Assessing Officer	Membership No.	Phone no & email id

9. Staff Strength and No. of Cost Accountant:
  - i. Total Staff Strength as on 31.03.2024(other than Cost Accountants);
  - ii. No. of Cost Accountants continuously working for at least one year as on 31.03.2024

Evidence in support of (i) and (ii) above	Enclosure & Mark as Annexure A
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10. Address of Office Located in Rajasthan Region:

Evidence in support of the above address	Enclosure & Mark as Annexure B
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11. Minimum experience, empanelment with other Government Departments and details about outstanding work and suitability:

- a) No. of years of cost accountancy/cost auditing/internal audit/Insolvency Profession experience as on 31.03.2024 along with evidence:

Evidence in support of above	Enclosure & mark as Annexure C
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- b) Is the applicant empanelled with any other Govt. agency?

YES/NO	If yes then specify details on separate sheet and enclose.
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- c) Please indicate (in not more than 500 words) your suitability to be empanelled as a Cost Accountant on separate sheet.

12. Details with evidence of having audited cost records of at least one business entity having turnover of Rs. 50 Cr or more in at least 2 out of last 5 financial years (Enclose evidence and mark it as Annexure-D)
13. Details of return of income and gross professional receipts exclusively from professional services like Cost Consultancy/ Cost Audits/Internal Audits/accountancy of the applicant:

- a) Details of filing return of Income:  
If yes, then the details of filing in the last 5 years.

Assessment Year	Date of filing	Returned Income
AY 2020-21		
AY 2021-22		
AY 2022-23		
AY 2023-24		
AY 2024-25		

- b) Details of gross professional receipts exclusively from professional services like Cost Consultancy/ Cost Audits/Internal Audits/accountancy:

FY	Gross professional receipts					Total
	From Cost consultancy	From Cost Auditing	From Internal Audit	From Accountancy	From Other than cost consultancy, cost auditing, internal audit and accountancy having similar nature of work	
2019-20						
2020-21						
2021-22						
2022-23						
2023-24						

- The amount of gross professional receipts from cost accountancy/cost auditing/internal audit/Insolvency Professional exclusively in the last 5 Years along with evidences is to be given as Annexure E.
14. Declaration to be enclosed by the applicant and marked as Annexure F in respect of fulfillment of clause 6,7 & 8 of this notice. An affidavit on non-judicial stamp paper of minimum value duly notarized by the Notary Public in this regard may also be submitted.

#### DECLARATION

On behalf of the applicant, \_\_\_\_\_ (name of the applicant),  
I \_\_\_\_\_ (name of the proprietor/partner), in the capacity of partner/proprietor, am authorized to certify that all the above mentioned particulars are true and correct.

Seal of the applicant

Date:

Name of signature of authorized person  
Designation of such person

### ANNEXURE-A

(i)	No. of staff employed along with evidence	
(ii)	No. of Cost Accountants employed with the firm along with Evidence	

### ANNEXURE-B

(i)	Address of Office Located in Rajasthan Region with evidence	
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### ANNEXURE-C

(i)	No. of years of Cost auditing experience as on 31.03.2024 along with evidence	
(ii)	Membership No. of Cost Accountant/Partners	
(iii)	E-mail id of the Cost Accountant firm and Partners	

### ANNEXURE-D

(i)	Details with evidences of having Cost auditing of records of at least one business entity having turnover of Rs. 50 Cr. Or more in at least 2 out of 5 financial years.	
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### ANNEXURE-E

The amount of gross professional receipts from cost accountancy/cost auditing /internal audit/Insolvency Professional Exclusively in the last 5 years along with evidences:

FY	Gross professional receipts					Total
	From Cost consultancy	From Cost Auditing	From Internal Audit	From Accountancy	From Other than cost consultancy, cost auditing, Internal audit and accountancy having similar nature of work	
2019-20						
2020-21						
2021-22						
2022-23						
2023-24						

### ANNEXURE-F

Declaration by the applicant that clauses 6, 7 & 8 in the Notice have been fulfilled.

## **CHECKLIST**

The applicants are advised to ensure that the applications to be submitted should be duly filed in along with the following details. Incomplete and incorrectly filled in applications are liable for rejection:

- Main application on applicant's letter head.
- Duly filled in PROFORMA FOR APPLICATION.
- Annexure-A-supporting documents of claim of staff strength.
- Annexure-B supporting documents for office located in Pr.CCIT, Rajasthan Region.
- Annexure-C-supporting documents of claim of at least 5 Years's experience.
- Annexure-D-supporting documents of claim of cost auditing of records of entity having turnover of Rs. 50 Crores or more in at least 2 out of last 5 financial years.
- Annexure-E- supporting documents for claim of gross professional receipts from Cost auditing and accountancy being at least Rs. 15 Lakhs in 2 years of the last 5 years.
- Annexure-F- Self declaration in respect of fulfillment of clauses 6, 7 & 8 of the notice.

All pages are to be duly signed and sealed.