

THE GAUHATI HIGH COURT AT GUWAHATI

NOTICE INVITING QUOTATION

Scaled quotations affixing Court Fee Stamp of Rs. 8.25/- (Non-refundable) are invited from Chartered Accountant firms, etc. for examining the accounts of the Subordinate Civil and Criminal Courts of Assam.

The firm shall examine the following Registers/documents of the Subordinate Courts and submit detailed report thereafter.

- 1) Cash Book
- 2) Treasury bill book
- 3) Receipt book
- 4) Contingent bills and vouchers
- 5) TA and other bills
- 6) Acquittance rolls
- 7) Audit objection registers/files
- 8) Stock Account of books, forms and stationery option and nomination forms in original posted in the service book.
- 9) Service books
- 10) Log books relating to vehicles
- 11) Register of budget allotment
- 12) Stock register of furniture and other stores, service postage stamps, stationery.
- 13) Register of disbursement of Motor Accident Claims Tribunal's award.
- 14) Register of valuables
- 15) Register of receipt book and fine cheque
- 16) Pleaders bills.
- 17) Holding courts budget etc.

Quotations complete in all respect along with a processing fee of Rs. 1,000/- (Non-refundable) as call deposit by way of bank draft in favour of 'the Registrar General, Gauhati High Court, Guwahati' should reach the undersigned within 15 days from the date of advertisement.

Sd/- N.P. Joshi

Deputy Registrar (Finance)

Memo No. HC. VIII-25/2013/1832-1834/AC Dated 18/02/2013

Copy to:

- 1) The Systems Analyst, Gauhati High Court, Guwahati. He is requested to upload the details of the quotation notice in the High Court website.
- 2) The Directorate of Information & Public Relations, Dispur, Guwahati-6 (Janasanjog). He is requested to publish the Notice Inviting Quotation in two widely circulated local dailies.
- 3) The High Court Notice Board.


Deputy Registrar (Finance)

