

**Tender Monitoring Group
Professional Development Committee
The Institute of Chartered Accountants of India**

May 19, 2022

**Announcement regarding Maintenance of Cost Sheet by member of the Institute
responding to tenders and accepting the professional work based thereupon**

In furtherance to the announcement dated 22nd July 2015, the attention of the members is drawn again to the **decision of the Council taken at its 301st meeting held in December, 2010 that a Cost sheet be mandatorily be maintained by members of the Institute while responding to tenders and accepting the professional work based thereupon, incorporating details of the costs being incurred therein having regard to number of persons involved, hours to be spent, etc., so that the same may be called for by the Institute for perusal.**

The format of the same can be downloaded from link <https://resource.cdn.icai.org/38366pdc28039.pdf>

Members are hereby advised to take a note of the above-mentioned announcement and maintain the cost sheet for every participation for the availing professional assignments.

**Tender Monitoring Group,
Professional Development Committee**