

S.M.GUPTA & Co.

OFFICE SYSTEMS

(1) Level of Responsibility

- Supervision
- Member of Audit Team
 - Junior
 - Senior
 - Coordinator
 - Final Audit Report
Written & concludes

Qualification

- 1) Who have attained & Maintain
Technical standards
 - 2) Professional Competence
 - 3) Careful
 - CA-Inter/PE-II
- 1st Year of Articleship
2nd year of Articleship
CA Final
Qualified CA

(2) In house Mechanism for continuous development Education:-

- i) Access to Library
- ii) Access to other authoritative
Source to staff
 - through websites
- iii) Copies of Technical Method
Issued by the Institute
 - Library - Websites