

**Format of Bio-data in respect of persons desirous of inclusion in DPE databank**

1. Name : CA. NAVAL KAPUR
2. Father's Name : Shri Parkash Chand Kapur
3. Date of Birth : 8<sup>th</sup> September , Nineteen sixty five.
4. Full Mailing address (with Telephone-landline & Mobile No. and E-Mail address)

**Address:**

**Telephones :**

Landline : 0512-2531219

Mobiles : 9956575775 , 9415125053

**E mail:** [mail@navalkapurco.com](mailto:mail@navalkapurco.com) , [navalkapurandco@gmail.com](mailto:navalkapurandco@gmail.com)

5. Educational & Professional Qualification (Graduation onwards)

| S.No | Course    | Subjects                         | University/Institute                                     | Year of Passing | Division/Classes |
|------|-----------|----------------------------------|--|-----------------|------------------|
| 1.   | B.COM     | Accounts<br>,eng,eco.            | Kanpur University  | 1983            | II nd            |
| 2.   | M.CO<br>M | Accounts,cor<br>p. Fin. , eco.   | Kanpur University  | 1990            | II nd            |
| 3.   | CA        | As per set<br>pattern of<br>ICAI | The Institute of<br>Chartered<br>Accountants of<br>India | 1991            |                  |



6. Work Experience

| S.No. | Organization/<br>Institute                     | Post Held   | Period (From - To)                        | Nature of<br>Work                              |
|-------|--|-------------|---|--|
| 1     | Naval Kapur &<br>Co., Chartered<br>Accountants | Key Partner | Since inception ,i.e.<br>1991 , till date | Practicing<br>chartered<br>accountants<br>firm |

7. Whether SC/ST/OBC/Minorities/Women ; NO  
(if yes, indicate the relevant category)
8. Present Position : Key Partner of Naval Kapur & Co. Chartered Accountants ,  
Kanpur & New Delhi
9. Area of Specialization and numbers of years experience : I am in practice since  
1991 and the area of specialization is Internal Audits , Fraud detection audits ,  
Management consultancy and Taxation
10. Indicate how you fill the laid down criteria (Refer Annex)  
Professionals of repute having more than 20 years of experience in various  
fields such as Taxation , Auditing, Fraud detection audits , Management  
consultancy etc
11. Directorship held in companies (both CPSEs and Private)  
(a) Past (during last 5 years) : NONE  
(b) Present : NONE

Date: 26/04/2012



( Signature )

Name : CA. NAVAL KAPUR



# CURRICULUM - VITAE

|    |  |   |  |  |  |
|----|--|---|--|--|--|
| 1  | Name of the firm   | : | <b>NAVAL KAPUR &amp; CO.</b>   |  |  |
| 2  | Empanelment no. with CAG   | : | CR 1026  |  |  |
| 3  | Empanelment no. with IRDA  | : | PD/IRDA-EMP/2001/S.NO.88   |  |  |
| 4  | Unique code no   | : | 332050   |  |  |
| 5  | ICAI registration no. and region                                   | : | 005851 C. Region : Kanpur  |  |  |
| 6  | Permanent A/c. no. [PAN] allotted by Income Tax Dept.              | : | AACFN9169M   |  |  |
| 7  | Service Tax Registration no.                                       | : | AACFN9169MST001  |  |  |
| 8  | Complete addresses of the offices of the firm                      | : |  |  |  |
|    | ⇒ <b>HEAD OFFICE :</b>   | : |  |  |  |
|    | <b>KANPUR</b>  | : | Phone / Fax : [0512] 2531219<br>Cell. : 9415125053, 9956575775   |  |  |
|    |  | : | E-mail 1.: <a href="mailto:mail@navalkapurco.com">mail@navalkapurco.com</a><br>E-mail 2.: <a href="mailto:navalkapurandco@gmail.com">navalkapurandco@gmail.com</a><br>Web site : <a href="http://www.navalkapurco.com">http://www.navalkapurco.com</a> |  |  |
|    | ⇒ <b>BRANCH OFFICE :</b>   | : |  |  |  |
|    | <b>NEW DELHI</b>   | : | H-31,Road No. 2 ,Shivaji Park,Punjabi Bagh ,New Delhi 26.<br>Phone: [011] 25223262, 52467280   |  |  |
| 9  | Date of establishment as :   |   |  |  |  |
|    | a) Sole proprietor ship  | : | 21.08.1991   |  |  |
|    | b) Partnership   | : | Converted into partnership w.e.f.10.06.1996  |  |  |
| 10 | Number of audit staff  | : | <u>HEAD OFFICE</u> <u>BRANCH OFFICE</u>  |  |  |
|    |  | : | 10 Persons                      3 Persons                      = 13 persons  |  |  |
| 11 | Detail of partners :   |   |  |  |  |
|    | a.Names  |   | NAVAL KAPUR                      N.P.KAPOOR                      VIKAS KOOL  |  |  |
|    | b. PANs  |   | ABBPk1074E                      AHDpk3093R                      AUVpk2221L   |  |  |
|    | c) Membership numbers  |   | 74587                      4227                      410085  |  |  |
|    | d) Date of becoming ACA  |   | 22.07.1991                      24.08.1957                      18.02.2009   |  |  |
|    | e) Date of becoming FCA  |   | 22.07.1996                      13.07.1981                      STILL ACA  |  |  |
|    | f) Date of joining the firm  |   | 22.07.1991                      01.06.1996                      01.01.2011   |  |  |
|    | g) Incharge of   |   | H.O Kanpur                      B.O: New Delhi                      NIL  |  |  |
|    | h) Whether still continuing  |   | Yes                      Yes                      Yes  |  |  |
| 12 | Details of audit assignments with the firm : [ Only special ones ] |   |  |  |  |
|    | a) <b>PSUs &amp; GOVERNMENT Cos. :</b>                             |   |  |  |  |
|    | <b>Names of the auditees/clients</b>                               |   | <b>Particulars</b>   |  |  |
|    | ➤ Bharat Petroleum corporation Ltd                                 |   | COCO Audits [ ongoing ]<br>Experience of 60 COCOs [ approx ] achieved by us  |  |  |
|    | ➤ National Projects Construction Corporation Ltd { NPCC } Gurgaon  |   | Internal audit of corporate office and Delhi Zone for the years 2011-12 and 2012-13 (Ongoing)  |  |  |
|    | ➤ The Central India Regional Council Of The Institute Of           |   | Statutory audit for the year 2011-12 (ongoing)   |  |  |



|   |   |  |
|---|---|--|
|   | Chartered Accountants of India Ltd. Kanpur  |  |
|   | ➤ Bharat Sanchar Nigam Ltd. [BSNL]  | Assignment of account restructuring work and preparation of consolidated Balance Sheet of entire Circle U.P. East. This assignment was the personal experience of partner CA. Naval Kapur [completed - during 2000-2001]   |
|   | ➤ Balmer Lawrie & Co. Ltd, Kolkata [ a mini navratna co. ]  | VAT audit / consultancy for their units in UP. [ongoing]   |
|   | ➤ National Cooperative Consumers Federation of India Ltd. [NCCF]  | Internal audit of KANPUR , LUCKNOW & VARANASI branches [ Ongoing ] <b>Note : our main area of emphasis is auditing of transactions of buying coal from various coalfields and supplying them to Small Scale Industries</b> |
|   | ➤ U.P. Unsuचित Jati Vitt Evam Vikas Nigam Ltd.  | Reconciliation work of subsidy granted by them for 20 years i.e. 1981 to 2001. This assignment was the personal experience of partner CA. Naval Kapur [completed in the year 2003]   |
|   | ➤ U.P. Power Corporation Ltd.   | Reconciliation / Internal audit 2009-10 & 2010-11 [ongoing]  |
|   | ➤ Northern Regional Institute of Printing Technology, Allbd.  | Statutory Audit of funds utilization [completed]   |
|   | ➤ Project Coordinator Committee Polytechnic Project [ORAI & ETAWA — [U.P.]  | Statutory Audit of funds utilization [completed]   |
|   | ➤ Dakshinanchal Vidhyut Vitaran Nigam Ltd.— EDDs : Aurraiya , Etawa, Kannauj, Farrukhabad, Lalitpur Jhansi I & II , Orai , Akbarpur | Bank reconciliation and Management Information system work [2000-2006 ] with <b><u>Special aspect of fraud detection</u></b> [ ongoing ]   |
|   | ➤ Paschimanchal Vidhyut Vitaran Nigam Ltd [Amroha & Bulandshahar ]  | Bank reconciliation and Management Information system work [2000-2006 ] with <b><u>Special aspect of fraud detection</u></b> [ ongoing ]   |
|   | ➤ Ram Ganga Command Project ,Kanpur   | Compilation of their Balance Sheet for the year 2003-2004. This assignment was the personal experience of partner CA. Naval Kapur [completed during the year 2004-2006 ]   |
|   | ➤ Gram Panchayat Audits   | Audit of 200 Gram Panchayats [ ongoing ]   |
|   | ➤ U.P. Jal Nigam  | Balance sheet compilation work of their 160 units alongwith their HO balance sheet for the year 2006-07. This assignment was the personal experience of partner CA. Naval Kapur [completed in the year 2007-08 ]           |
|   | ➤ IFCO TOKIO General Insurance  | Claim Audit of the insured   |
|   | ➤   |  |
|   | <b>b) OTHER THAN GOVT. Cos.:</b>  |  |
|   | <b>NAMES OF THE CLIENTS</b>   | <b>PARTICULARS OF THE CLIENTS</b>  |
| • | Rampur Finance Corp. P. Ltd   | Owned by Ex-Directors of Victoria Mills, Kanpur  |
| • | Sir .J.P. Srivastava & Sons [Rampur] Pvt. Ltd.  | Owned by Ex-Directors of Victoria Mills, Kanpur  |



|  |  |   |   |                        |
|--|--|---|---|------------------------|
| •  | CALICO TRENDS  | Manufacturers/Exporters of shoes having turnover of over Rs. 75.00 Crores |   |                        |
| •  | HAMEED LEATHER FINISHERS                                     | Leather tannery having turnover > 80.00 Cr.                               |   |                        |
| •  | ZAZ Fashions   | 100 % EOU of footwear   |   |                        |
| •  | Karmin International   | 100 % EOU of Horse Saddlery   |   |                        |
| •  | S.F.R.Impex  | 100 % EOU of Horse Saddlery   |   |                        |
| •  | Usmani Tanners   | 100 % EOU of Belts  |   |                        |
| •  | Universal Agencies   | A Firm engaged in High Sea Sales Transactions                             |   |                        |
| •  | G-MAX Multimedia P. Ltd                                      | A Co. engaged in Multimedia Animation and CAD/CAM/CAE solutions           |   |                        |
| <b>c) BANKS :</b>                        |  |   |   |                        |
| <b>NAMES OF THE BANKS</b>                |  |   |   |                        |
|  |  | <b>ASSIGNMENT OF</b>  | <b>YEARS</b>  | <b>PERIOD</b>          |
| 1  | State Bank Of India  | Branch Statutory audit  | 5   | 1993-1997              |
| 2  | Union Bank Of India  | Branch Statutory audit  | 5   | 1998-2002              |
| 3  | Allahabad Bank   | Branch Statutory audit  | 5   | 2003-2007              |
| 4  | Bank of Baroda   | Branch Statutory audit  | 4   | 2008-2011              |
| 5  | Indian Overseas Bank   | Branch Statutory audit  | 1   | 2011-2012              |
| 6  | Baroda Eastern UP Gramin Bank                                | Branch Statutory audit [RRB]  | 4   | 2004-2007              |
| 7  | The Benaras State Bank                                       | Concurrent audit  | 3   | 1998-2000              |
| 8  | Central Bank Of India  | Concurrent audit  | 3   | 1998-2000              |
| 9  | Union Bank of India  | Concurrent audit  | 1   | 2009-----              |
| 10                                       | Reserve Bank of India Employees Cooperative Bank Ltd. Kanpur | Concurrent audit  | 1   | October 2011 onwards   |
| 11                                       | Syndicate Bank , New Delhi                                   | Concurrent audit  | 1   | 02.02.2012- 31.02.2013 |
| 12                                       | State Bank of Patiala  | Revenue Audit   | 4   | 2003-2006              |
| 13                                       | Punjab National Bank   | Revenue Audit   | 6   | 2003-2008              |
| 14                                       | Allahabad Bank   | Revenue Audit   | 1   | 2009-----              |
| 15                                       | Bank of India  | Inspection /Revenue audit   | 1   | 2003                   |
| <b>d) OTHER SPECIALIZED ASSIGNMENTS:</b> |  |   |   |                        |
| <b>CLIENTS</b>                           |  |   |   |                        |
|  |  | <b>PARTICULARS OF CLIENTS</b>   | <b>Associated as</b>                                  |                        |
|  | ➤ Hameed Leather Finishers                                   | Leather Tannery – 100 % export oriented                                   | ERP establishment & Fraud Detection Audit [ ongoing ] |                        |
|  | ➤ ZAZ Fashions   | 100 % EOU of footwear   | Fraud Detection Audit [completed]                     |                        |
|  | ➤ CALICO TRENDZ  | 100% EOU of footwear  | Fraud detection Audit [ ongoing ]                     |                        |
|  | ➤ Bharat Sanchar Nigam Ltd. [BSNL]                           | Largest telecommunication co. in India                                    | Accounts restructuring work [completed]               |                        |
|  | ➤ Power Corporation of India Ltd                             | Biggest power sector unit in India  | Reconciliation & Fraud detection Audit [ ongoing ]    |                        |
|  | ➤ U.P.Unsuhit Jati Vitt Evem Vikas Nigam Ltd                 | An undertaking for Minority community                                     | 20 year's reconciliation work                         |                        |
|  | ➤ Northern Regional Inst. Of Printing Technology, Allahabad  | Statutory Audit of funds utilization                                      | Auditor   |                        |



|  |  |   |
|--|--|---|
| ➤ Project Coordinator Committee polytechnic Project [ORAI, ETAWA U.P.] | Statutory Audit of funds utilization                 | Auditor   |
| ➤ Model Tannery  | One of the oldest leather tanneries of city Kanpur . | Special audit to find out misappropriation of funds [completed] |
| ➤ Bharat Petroleum corp. ltd   | A petroleum maestro                                  | Audit of company owned pumps                                    |


➤ **SPECIAL EXPERIENCE :**

- ◆ E.R.P. establishment
- ◆ Account restructuring assignments of public sector undertakings after their corporatization. [ with experience of BSNL.]
- ◆ Fraud detection / internal audit of both govt. And private sectors
- ◆ Establishing costing techniques in manufacturing units..
- ◆ Management system audit
- ◆ Claim audits of insured .

Signature -

Name of the partner -

For and on behalf of -

  
: CA. NAVAL KAPUR - M.COM , FCA  
: NAVAL KAPUR & CO.  
Chartered Accountants