



Islamia College of Science & Commerce

NAAC Accredited Grade 'A'
UGC -Autonomous, Affiliated with University of Kashmir
Hawal, Srinagar, Jammu & Kashmir -190002

No.ICS/Acctts/571

Dated:31-08-2023

EXPRESSION OF INTEREST FROM REGISTERED CHARTERED ACCOUNTANTS

The Islamia College of Science and Commerce, Hawal, Srinagar intends to hire the services of a professional Chartered Accountant to act as tax consultant for a period of one year, extendable to another year, depending upon the performance of the candidate/firm. Accordingly, expression of Interest is invited from the reputed / registered Chartered Accountants having at least three years' experience in the field with excellent command over knowledge and communication. The main role of the Chartered Accountant shall be to act as tax consultant and to solve the issues relating to income Tax/ GST enumerated briefly as under.

- 1. ETDS Filling (Salary / Non-Salary) of existing and retired employees.**
- 2. Furnishing of utilization certificate and financial statements (Plan, Non-Plan, UGC, CSS, RUSA, Capex, Local fund etc.) as and when required**
- 3. GST filing.**
- 4. Catering to / resolving all tax related issues of the College as and when need arises, irrespective of the financial year it pertains.**
- 5. Preparation of income and expenditure statements / balance sheets.**
- 6. Providing expert advice on Tax matters as and when sought.**

The interested parties may submit their offers (quoted on their official letter Heads and duly stamped) in sealed envelope along with copies of their CA qualification / registration /experience certificate(s) in the office of the undersigned by or before 19th September 2023 upto 3:00 P.M. For any clarification the interested parties may feel free to visit the Accounts Section of the College during working latest by 18th September, 2023. The successful party shall have to execute an agreement with the College before allotment of work order in their favour, as per the prescribed format of the College.

The undersigned reserves the right to accept or reject any or all offers without assigning any reason thereof.

**Sd/
Accounts Officer**

Copy to:

- *Dy. Director, Information Department, Srinagar for publication in the daily Greater Kashmir/ Aftab on one insertion.*
- *Accounts Officer.*
- *IT&SS for uploading on College website*
- *Record*