



THE ISLAMIA COLLEGE OF SCIENCE & COMMERCE,

SRINAGAR, KASHMIR – 190002

UGC Autonomous (NAAC ACCREDITED GRADE –A)

No: ICSC/Accts/827-29/I-5/A-35

Dated: 9-6-2022

**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 atleast three-year experience in the field with excellent command over knowledge and communication. The main role of the Chartered Accountant shall be to act as a tax consultant and to solve the issues relating to Income Tax viz:

1. ETDS filing (Salary/Non-Salary) of existing and retired employees.
2. Furnishing of Utilization Certificates and Financial Statements (Plan, Non-Plan, UGC, Local Funds etc.) as and when required.
3. GST filing.
4. Catering to/resolving all tax related issues of the College, as and when arise, irrespective of the financial year it pertains i.e., past and present.
5. Preparation of Income/Expenditure statements/balance sheet (if required).
6. Providing of expert advice on tax matters, as and when sought.

The interested parties may drop their offers (quoted on their official letter heads, duly stamped) in a sealed envelope alongwith copies of their qualification/registration/experience certificate(s) in the office of the undersigned by of before 30th June, 2022 upto 3:00 p.m. For any clarification in this regard, the interested parties may feel free to visit the Accounts section of the College during visiting hours i.e., after 2:00 p.m. on all working days latest by 28th June, 2022 upto 2:00 p.m. 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/-

Principal