



GIDC Degree Engineering College

(Managed by GIDC Education Society)

Abrama, Ta: Jalalpore, Dist: Navsari - 396406

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Scope of work for Internal Auditor F.Y. 2017-18

For

GIDC Education Society, Gandhinagar and GIDC Degree Engineering College,
Abrama, Navsari

1. To audit the accounts of the GIDC Education Society at Gandhinagar & GIDC Degree Engineering College at Abarma, Navsari.
2. (1) To File Returns of TDS deducted from the payment of Salary, Professional, Contractors etc. of the Society/College with Income Tax Department and prepare TDS Certificate form 16/16A regularly in time as per provision of Income Tax Act-1961.
(2) To File Returns of Goods & Service Tax with acceptant to various payments and do necessary procedures.
3. To make correspondence with the relevant state/Central Govt. Departments related to Gujarat Public Trust, 1950 and Income Tax Act - 1961 & Goods & Service Tax Act as and when required.
4. Attending an appeal and assessment proceeding for GIDC Education Society and to provide necessary assistance / guidance for Income Tax, TDS, GST and other GIDC Education Society & GIDC Degree Engineering College related work as and when required with extra charges.
5. Complete the verification & attestation of necessary documents as and when required to produce before committees like AICTE, GTU, FRC, DTE etc. for various administrative proceedings.