

## ENGAGEMENT OF CONSULTANTS (TAX & AUDIT) IN THE NCR PLANNING BOARD ON CONTRACT BASIS

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The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing and Urban Affairs, Government of India, intends to engage one (1) Consultant (Tax & Audit) on the following terms of reference:

### A. Eligibility Criteria, Experience and Age etc.

#### i) Name of the posts - CONSULTANT (Tax and Audit)

**Qualification(s) Essential:** Qualified Chartered Accountant (ACA/FCA).

**Experience:** with at least 3 years of experience specially in dealing with Govt. organizations and Income Tax exemptions;

**Qualification(s) Desirable:**

- Proficiency in preparation of Final Accounts of Statutory/Autonomous Bodies, Societies, Trust etc.
- Proficiency in the filling of application with the various tax/revenue authorities in the prescribed manner or otherwise.
- Proficiency in the dealing with the revenue/tax authorities of India and should be experienced to attend the assessment hearing with the direct and indirect Tax departments.

**Age :** Below 45 years (as on 28.2.2018)

### B. Remuneration:

Consolidated remuneration of upto Rs. 40,000 per month (inclusive of all taxes).

### C. Other conditions

- i. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- ii. Evaluation will be done based on Qualification, Experience (based on the documents submitted) and the Interview.
- iii. Appointment of Consultants will be on half time basis. They will be required to attend the office of NCRPB on **daily basis as per office hours**.
- iv. In case the Consultants required to go on tour, he/she will be entitled for **TA/DA with** the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases would be equivalent to the entitlements of Assistant Director (Level -10) of the Board.

- v. The Consultant will be eligible for **eight days leave** in a calendar year on pro-rata basis. Therefore, shall not draw any remuneration in case of his absence beyond eight days in a year (calculated on a pro-rata basis). Un-availed leave in a calendar year will not be carry forward to the next calendar year.
- vi. The Appointment of Consultant will be **valid for six month** and can be further extended at the discretion of the Competent Authority of the Board.
- vii. The Board reserves the right to cancel the Appointment of Consultant at any time during the period of contract by giving 15 days' notice in case his/ her services are not found satisfactory.
- viii. The detailed terms & conditions shall be provided at the time of appointment. A tentative work profile / TOR is at Annexure-1.

Those having the required qualifications and experience mentioned above may apply for the relevant posts and submit the following through post/ courier to the Office of the **Member Secretary, National Capital Region Planning Board, Core-4B, First Floor, India Habitat Center, Lodhi Road, New Delhi-110003** or to **Web Information Manager through email [radhey.ncrpb@gmail.com](mailto:radhey.ncrpb@gmail.com)**.

**(1) Detailed CV clearly highlighting the following:**

- a. **Education Qualification Details-** Institute, Name of Degree, Year of Passing, Percentage (Marks), etc.
- b. **Experience Details-** Name of organization, Duration of engagement (From-To), Specific tasks handled relevant to experience sought above, etc.

**(2) Self-attested photocopies of testimonials,**

Interested candidates may submit their application on or before **5.3.2018 (4.00 P.M.)**.

NCR Planning Board

## **Annexure-1**

### **Terms of Reference (TOR),of Consultant - Tax and Audit**

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1. Deal with pending income tax refunds and pursue matter with Income Tax Dept. and also follow-up with concerned borrowing agency / Bank wrt TDS return, mismatch, error etc. Reconcile 26AS with book of accounts.
2. Pursue Income tax scrutiny cases for assessment of ITRs and other related matters with Income Tax Deptt.
3. Filing of application u/s 197 for 'Nil' deduction of TDS on the basis of provisional balance sheet of FY 2017-18 and projects Balance Sheet of 2018-19 and pursue matter with concerned TDS Deptt.
4. Assist in framing accounting policies and finalizing annual accounts for FY 2017-18 and also ensure compliance of assurances given to statutory auditor i.e. Principal Director of Commercial Audit, C&AG. Also examine all outstanding paras of internal audit and statutory auditor and suggest corrective course of action. Finalize annual accounts wrt PFMS scrutiny.
5. Assist in registration of Retirement Benefit Fund as a separate trust /fund under relevant rules and regulations and ensure compliance of all formalities.
6. Assist in documentation for short / long term resource mobilization i.e. raising of bonds, rating exercise and ensure statutory compliances such as depository services, listing, selecting registrar, bankers, arrangers, trustee etc.
7. Prepare case of permanent exemption clause by analysing similar type of clause granted to other organizations e.g. Prasar Bharti etc.
8. Prepare Treasury Risk Assessment Policy and other such policies of NCRPB as may be deemed necessary.
9. Examine applicability of GST on NCRPB and if need be register NCRPB and file periodic returns. Also examine matter relates to various other taxes affective NCRPB and Orders, Guidelines, etc. issued from time to time.
10. Advice NCRPB on various other Tax, and Accounting related matters.