



**IKG PUNJAB TECHNICAL UNIVERSITY**  
Jalandhar Kapurtha Highway, Kapurthala  
144 603 (PB.) INDIA

Ref No. \_\_\_\_\_

Dated: 16/08/22

To

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\_\_\_\_\_  
\_\_\_\_\_

**Subject: Regarding appointment of Accounts Professional / CA for the period 01<sup>st</sup> July 2022 to 30<sup>th</sup> June, 2023.**

**Sir/ Madam,**

University is in the process of engaging of Accounts Professional / CA for the period 01<sup>st</sup> July 2022 to 30<sup>th</sup> June, 2023. The Scope of work is enclosed herewith.

You are requested to sent your financial quote (inclusive of GST) on monthly basis. The letter should be addressed to Finance Officer, 1<sup>st</sup> floor, IK Gujral Punjab Technical University, Jalandhar- Kapurthala Highway, Kapurthala, Pin Code- 144603. The quotation may be sent by Registered Post/ Speed Post or submit by hand. Please ensure that your quotation must reach the University within 10 days from the issuance of letter. The University will not be responsible for postal delay, if any.

Please subscribe on envelop:

1. QUOTATIONS FOR APPOINTMENT OF ACCOUNTS PROFESIONAL / CA.
2. **TO BE OPENED BY COMMITTEE ONLY.**

**With regards.**

(Devinder Kumar)  
Deputy Registrar (F&A)

Encl: Scope of work

### **SCOPE OF WORK**

1. Quarterly e- TDS return (24Q & 26Q) filling and generation of form 16 & 16A.
2. All type of GST work (monthly, quarterly & yearly and filling of annual GST return 9 & 9C etc.
3. ITR of IKG Punjab Technical University and all other income tax issues.
4. ESU/ PF work (monthly, quarterly & yearly).
5. Preparation of Utilization Certificate for various types of Projects & Schemes.
6. To check the Service Tax Excise, Custom and CST exemption Certificate issues to the concerned authorities.
7. To check the deduction and filling of TDS, statutory deposit of deduction from pay & allowances and TCS compliances.
8. Examine of all files related to payments.
9. Supervision of maintenance of fixed assets register as per existing statutory provisions.
10. Any other work, as per directions of competent authority.