

Requirements for services of CA for college

- 1 Formulate GST structure for all inbound and outbound transactions for the college.
- 2 Calculations of GST obligation and its ledger maintenance.
- 3 GST payments.
- 4 Verification of all inbound and outbound invoices w.r.t. GST structure.
- 5 Filling quarterly return 24Q, 26Q.
- 6 Monthly filling of GST return.
- 7 Corrections and changes in previous quarterly return filed.
- 8 Checking and preparation of Form -16 & Traces of Teaching, Non-Teaching (Regular & contractual) staff, visiting faculty and College Contractors .
- 9 Dealing with Income Tax cases of college staff (Teaching & Non-teaching), visiting faculty and college contractors.
- 10 To visit college as per the requirements of the client.
- 11 Dealing with Audit objections if any.
- 12 Any other matter as per the need of the client.

Bogus
Principal
P.G. Govt. College for Girls,
Sector-42, Chandigarh.
MS *Shree*