



राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड

NATIONAL CAPITAL REGION PLANNING BOARD

प्रथम तल, कोर-IV बी, / 1st Floor, Core-IV B,

भारत पर्यावास केन्द्र, / India Habitat Centre,

लोधी रोड, नई दिल्ली-110003 / Lodhi Road, New Delhi-110003

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs

दूरभाष/Phone: 011-24642284, 24642287 फैक्स/Fax: 011-24642163

B-20018(3)/Tax Auditor/2019-20/NCRPB

Dated: 26.8.2019

To,

M/s. J.K. Sarawgi & Company
91, Siddhartha Enclave,
Near Ashram Chowk,
New Delhi-110014

Sub. Engagement as Tax Auditor of National Capital Region Planning Board.

Sir,

Kindly refer to your bid letter dated 19.8.2019 on the subject cited above. In this connection, I am directed to inform you that your firm has been selected for engagement as Tax Auditor of National Capital Region Planning Board as per your quoted fees of Rs.25000/- (plus GST as applicable) for the F.Y. 2018-19 (Assessment Year 2019-20), on the following terms & conditions:-

- i) Conduct tax audit and submit audit report in prescribed format of Income Tax as required by Income Tax Department, and advise / assist in e-filing of Income Tax Return for the F.Y. 2018-19, Assessment Year 2019-20. Detailed requirements of the Board as mentioned in the tender document i.e. (i) Prime responsibilities of Tax Auditor (ii) Auditor Report is enclosed.
- ii) The fees after deduction of TDS shall be paid after completion of tax audit along with filing of income tax return.
- iii) No local conveyance for visiting of NCRPB office or Income Tax Department shall be payable by the NCRPB.
- iv) Your engagement as Tax Auditor of National Capital Region Planning Board shall be initially for one year which can be extended further period of maximum two year (year on year basis) with the prior approval of competent authority on the same terms and conditions, if performance found satisfactory.

Please communicate your acceptance in writing within **seven days** of issue of this communication.

Yours faithfully,


(Jagdish Parwani)

Director (Admin & Finance)

Ph. 24603138

Ecnls: As above

Part-II
Section 6
(Employers requirements)

SCOPE OF WORK

The National Capital Region Planning Board is a statutory body under Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region. The income of NCRPB is exempt u/s 10 (23C) (iv). As the NCRPB have got exemption from the Income Tax Department U/S 10(23C) (iv), Board is required to file Income Tax Return every year after obtaining a Tax Audit Report in the prescribed format i.e. **10 BB and** certificate from the practicing Chartered Accountant.

The Annual Accounts and Annual Reports of the Board up to 2017-18 are available at Board's website www.ncrpb.nic.in.

(I) PRIME RESPONSIBILITIES OF THE TAX AUDITOR

1. Tax Auditor will analyse financial data to determine the correct amount of taxable income applicable deduction and non-taxable expenses etc. and conduct tax audit and submit Audit Report in the prescribed format of Income Tax Department and advice/ assist in filing of Income Tax Return for the Financial Year 2018-19 (A.Y.2019-20).
2. Since the last date for filing of Income Tax Return is **30th September, 2019**, hence, the Tax Audit Report along with certificate must be submitted by **15th day September, 2019** to the National Capital Region Planning Board.
3. In case any observation raised by Income Tax Department, Chartered Accountant or Chartered Accountant firm/LLP shall be liable in respect of Tax Audit Report/ Certificate and complied accordingly.

(II) AUDIT REPORT

The Tax Audit Report along with Certificate should be as per the Section 10 (23C) of Income Tax Act 1961 which shall be used for filing of NCRPB Income Tax Return for the Assessment Year 2019-20.

The Tax Auditor is required to submit its report by **15th day of September, 2019**.