

कर सलाहकार की न्यूनतम योग्यता :

1. शैक्षणिक योग्यता - चार्टर्ड अकाउंटेंट या विधि/कामर्स स्नातकोत्तर ।
2. विशेषज्ञता - कराधान (Taxation), बैंकिंग एवं अन्य नियामक संस्थाओं द्वारा जारी निर्देशों की जानकारी ।
3. सहकारी संस्थाओं के अंकेक्षणों का अनुभव - Tax/Planning न्यूनतम 10 वर्ष ।
4. अधिनियम (Act) की विभिन्न धाराओं/प्रावधानों की वृहद व्याख्या की दक्षता ।
5. अद्यतन तकनीकी का विशेषज्ञ ज्ञान, यथा कराधान में उपयोग होने वाले सिस्टम एवं सॉफ्टवेयर ।
6. अधिनियम के प्रावधानों को हिंदी में सम्प्रेषित करने की दक्षता ।
7. अधिनियम के विभिन्न अद्यतन प्रावधानों का ज्ञान ।
8. भोपाल के स्थानीय आवेदक को प्राथमिकता दी जाएगी । आवेदन दिनांक 27/02/2022 तक अपैक्स बैंक टी.टी.नगर भोपाल को प्राप्त हो जाने चाहिए ।

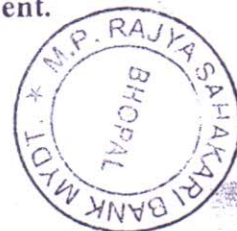


### Tax Planning and advisory services

- a) Time to Time intimation of new amendments and its impacts on banking system.
- b) Consultancy regarding probable deduction available and calculation thereof
- c) Tax Deduction at Source planning as per law
- d) Consultancy regarding implementation of system for compliance procedure i.e. 15G, TDS, AIR Form 60
- e) Classification of Salary and other expenditure according to law
- f) Help to Accounts and Taxation department to set up independent robust system to facilitate smooth and error free Tax management of Apex Bank, DCCB and PACS.
- g) CENVAT management
- h) Review of existing system and suggest the other charges.
- i) Help in preparation of Manual/Guidelines for Income Tax/Service Tax Procedures

### Tax Compliance :

- a) Day to day tax matter that include replying various tax notices and providing necessary tax support on regular tax matter.
- b) Opinion of Income tax Computation
- c) Verification of TDS returns i.e. deduction, deposit and filing
- d) Verification of System regards various form submissions i.e. Form 60, Form 15 G
- e) Verification of Depreciation available
- f) Verification of procedure for service tax collection and payment
- g) Consultancy for Management of tax records and reports in both Soft and Hard files including documentation as per Tax authorities
- h) Tax compliance that includes advance Income Tax calculations and deposits,
- i) Compilation of tax details for audit and support to the auditors.
- j) We provide all important information to statutory auditors in relation to tax matters.
- k) We provide tax reporting on defined frequencies such as monthly, quarterly, annually to the management.



- l      **Compilation of Various details for Tax Assesment pupose**  
such as Scrutiny and Appellate level.
- m      **Cenvat Management**
- n      **Opinion on various details for Tax Assesment Purpose**  
such as Scrutiny of existing and new cases pending with  
**Income Tax Department.**
- o      **Consultancy regarding GST migration procedure and**  
system development.

