

# Haryana Space Applications Centre (HARSAC)

(Department of Science & Technology, Haryana)

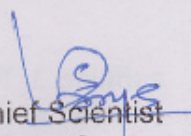
CCSHAU Campus, Hisar-125 004

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Website: [www.harsac.org](http://www.harsac.org)

## CORRIGENDUM

It is for the information of all the interested Chartered Accountants who intend to apply in response to the advertisement no. 74426 published on 27.12.2018 in the Dainik Bhaskar (Hindi Edition) that detail of work and its terms and conditions are available on the web site of HARSAC i.e. [www.harsac.org](http://www.harsac.org). Further the firms having atleast four partners and two of them should be FCA can apply. However, there shall be no condition of 20 years experience.

  
Chief Scientist

Haryana Space Applications Centre  
CCSHAU Campus, Hisar-125004

Detail of work and terms & condition for appointment of Chartered Accountant in HARSAC for three years 2019-20 onwards.

#### **Details of Work**

1. Internal Audit of HARSAC Accounts as well as preparation and finalization of Trial Balance, Income & Expenditure Statement, Receipt & Payment Statement and Balance Sheet for the FY 2019-20 onwards.
2. Preparation and Submission of Quarterly Report of TDS / Uploading of Quarterly Report in Income Tax Department from time to time
3. Signature on the Utilization Certificate to be issued / sent by HARSAC
4. To attend official queries as raised by the income tax department and reply thereof from time to time on behalf of HARSAC.
5. Preparation of form 16A of the HARSAC staff / salaries persons and Form 16A of the non salaried / vendors on the basis of Income Tax returns duly submitted by the CA.
6. All kind of GST work like as : Filing of monthly return in the concerned department, preparation of monthly challan of GST, submission of reply of queries raised by the concerned department and attending of GST hearing in the concerned department from time to time as and when required.

#### **Terms and conditions**

1. The Average Turnover of Last three Financial Years of the firm should not be less than Rs. 60.00 Lacs.
2. The firm should have a valid GST Number.
3. The firm should have atleast 4 Partners and Two of them should be FCA
4. There should be Permanent Establishment / Office of the Firm at Hisar.
5. The copy of the Balance Sheet to be submitted