

ANNEXURE-I

**Scope of Work**

- a. Compilation of required data on monthly Basic from Drawing and Disbursing Officer in connection with preparation of monthly G.S.T and quarterly TDS return.
- b. Preparation of monthly G.S.T and quarterly TDS return Form No. 24 Q and 26 Q (Regular) in the electronic format as per the format provided by the Income Tax Department from time to time.
- c. Uploading of e-filing of G.S.T and TDS returns with the TIN Facilitation Centre or as per the Income Tax rules at force at the time within the due dates announced by Income Tax Department from time to time.
- d. Furnishing the original acknowledgement to Director, Science & Technology, Assam
- e. Generation of Form 16 & Form 16A (for all employees and furnishing the same to Director, S&T immediately after 31<sup>st</sup> march in such a way that DDO has sufficient time to verify and distribute the same to the concerned employee within the due date earmarked for issue of Form 16.

Director,  
Science & Technology, Assam