**MOHITE CONSULTANCY SERVICES**

(GSTIN: 27ABDFM3622N1Z2)

78, Shivshakti Sangh, New Sambhaji Nagar, Near Karnatak School, Ghatla, Chembur, Mumbai -400071.

**Website** : MohiteTax.in **E-mail** : admin@MohiteTax.in **Mobile** : 9619156719

6th March 2018

To,

The in Charge,

Office of the Addl. Director General (engg.) (WZ),

All India Radio & Doordarshan,

3rd Floor, Old CGO Building,

M. K. Road, Mumbai – 400020.

**Sub: Proposal for Assistance in ‘Tax deducted at source (TDS) compliance’ of the Office of the Addl. Director General (engg.) (WZ), starting from April 2018 and onwards**

**Ref: Work order No. D/22014/1/2014-15/ADG/691 dated 5th May 2017**

Respected Sir,

With reference to the captioned subject and our existing work order, we have been appointed to assist the Office of the Addl. Director General (engg.) (WZ)with consulting on the matters relating to Income tax till March 2018.

During the above period, we have been actively discussing with the management with various aspects of TDS compliance and implementation starting from April 2017.

Towards this end, we have assisted your office with

* Conducting regular meeting with the concerned officials and its IT team to help them understand what changes would be required in the working and software to comply with the Income Tax/ TDS regulations.
* All the returns filed by us during the period April 2017 to December 2017 have been processed without any defaults. Financial year 2017-18 is the only year which has **‘NIL’** outstanding demand.
* Also helped in the rectifying the defaults pertaining to previous financial years amounting to more than Rs. 54 Lakhs.

Since the scope of work under the current TDS regulations is significantly higher as compared to that under the earlier Income Tax regulations, for the following broad reasons:

1. The working needs to be made in details on a ‘MONTHLY BASIS’ (since the monthly vouchers are more than 50 and employee strength of your office is more than 60).
2. The reconciliation of each transaction made by your office (and were TDS is deducted), needs to be cross verified – both in the books of accounts of your office and also with the payments made through challans on the NSDL network.
3. The time lines for compliance of TDS are very strict and subject to penalty for any small level of ‘non compliance’. For e.g. Penalty for non-filing of returns is Rs. 200 per day.

Based on the above, we propose a revision to our appointment for TDS compliance of your office, with the below scope of services:

**SCOPE OF WORK**

1. Verification of the data and quarterly Filing of TDS returns - Form 24Q
2. Verification of the data and quarterly Filing of TDS returns - Form 26Q
3. Consulting on the employee IT calculation done by your office.
4. Replies to queries raised by the IT department.

**FEE QUOTE**

**For FY 2018-19 and onwards – Rs 5,000 per quarter.**

**(*GST and other Govt levies will be extra, at applicable rates.)***

***The above quoted rates may be subject to revision if a significant change is made to the Income Tax regulations requiring additional efforts.***

We will be glad to discuss the above Scope and other details of the proposal and hope that our proposal is considered positively.

Thanking you,

**For M/s Mohite Consultancy Services**

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**Tushar Mohite**

**Managing Partner**