



# THE JAMMU & KASHMIR MEDICAL COUNCIL

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## Expression of Interest (EOI)

The Jammu & Kashmir Medical Council, an autonomous body having its offices at Jammu and Srinagar invites Expression of Interest (Eoi) from firms of Chartered Accountants for empanelment for appointment as Statutory Auditors for the Financial Year 2025-26 and further extendable for another four years on yearly renewable basis based on performance.

To be eligible, the firm should have its office in Jammu and possess a minimum 10 years' experience in carrying out Statutory Audit/Internal Audit of Government/Listed Companies, Autonomous bodies, Academic Institutions, etc.

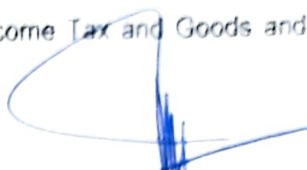
Interested and eligible firms may submit their applications on plain paper. All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The competent authority of J&K Medical Council reserves the right to annul any or all applications without assigning any reason. The EOI should be submitted in a sealed envelope mentioning the subject in bold at the top of the envelope in the office of the Registrar, J&K Medical Council, 28 B/C, Gandhi Nagar, Jammu along with requisite documents latest by **31-08-2025**. J&K Medical Council may, at its discretion, extend the last date and time for submission of EOI and / or date and time of opening of EOI by issuing corrigendum/addendum. The interested Chartered Accountant's Firms are required to enclose photocopies of the following documents (self-attested):

1. Membership certificate of practice;
2. PAN Card;
3. Service Tax registration certificate;
4. Document in support of financial turnover of the firm;
5. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

### **Scope of Work:**

1. Filling of Income Tax Annual Return along with Audit report in form No 10B with all Annexure.
2. Applying for lower deduction Tax certificate U/S 197 of Income Tax Act, 1961.
3. Filling of TDS Return of J&K Medical Council.
4. Filling of GST monthly, Quarterly and Annual return along with audit report (If Applicable) of J&K Medical Council.
5. Replying to notice received from Income Tax Department/Goods and service Tax Department and attending hearing whether physical or online mode.
6. Filling of 15 CA for foreign payment
7. Filling of appeal at Commissioner/Tribunal level as applicable.
8. Providing opinion on Income Tax and Goods and Service Tax matters issued for J&K Medical Council (If any).
9. Providing training to J&K Medical Council (Account section) staff members for latest changes in Income Tax /Goods and service Tax.

10. Providing complete assistance including preparation of relevant documents for getting Income Tax /Goods and Service Tax refund wherever applicable
11. Providing assistance to J&K Medical Council Internal/C&AG Auditor in case of special requirement.
12. Providing assistance in handling Departmental Audit of Income Tax and Goods and Service Tax.
13. Filling/Submission of PF of the Council staff.
14. All other accounting related works.



Dr. Sandeep Dogra  
Registrar cum Secretary  
J&K Medical Council  
*Dr. Sandeep Dogra*  
Registrar & Secretary  
J&K Medical Council

No: MRC/J/EOI/2025/ 9720

Dated: 18/08/25