Sub.- Appointment for Consultancy and Compliance work for GST & Service Tax for the period April 2018 to 31 March 2019.

Ref: Reply of Proposal no.4084 dated 22.03.2018

With reference to your proposal received in response of our above referred letter, we are pleased to appoint you as consultant for matters related to GST, service tax and other urgent tax matters on the following terms & conditions with effect from April 2018 to March 2019. The scope of consultancy and works to be performed by you is as under:-

1. Filing of all returns namely GSTR 1, 2, 3, and 3B for the period April 2018 to March 2019.
2. Filing of annual return of GST.
3. Provide updated Formats of various documents like tax invoice, payment voucher, etc for RSWC applicable presently or issued and made applicable in future.
4. Rates and HSN/SAC codes for goods and services
5. To reply the letters/notices and other queries received from GST/Service Tax deptt. and to attend the office of Central Excise & Service tax Department for replying the letters/notices and represent on behalf of the RSWC.
6. To provide consultancy on all matters related to applicability of GST and Service tax rules/ RCM and other related matters. To convey updated information on any change/alteration in GST and Service tax rules/regulations.
7. Computation of input tax credit (ITC) and compliance of ITC provisions and ensuring record keeping and maintenance of ITC for RSWC and implementation thereof in this regard.
8. Decide Tax applicability on all activities related to RSWC - SSSL MoU, and recommend changes needed to be made i.e. in Billing, ITC, payment mechanism etc.
9. Ensure TDS registration under GST law as and when made applicable and filing of returns and updating changes on GST portal with regard to RSWC.
10. Facilitating, preparation and collection of data for returns from actual place of billing (AOB) i.e. all warehouses and all sections of H.O.
11. Imparting training to various officials/officers at centers and H.O to enter all type of invoices in tally and to enter inward supplies entries.
12. Reply queries raised by RSWC officers and employees posted at HO and warehouses situated at all over state.
13. To attend RSWC Head office, Jaipur for the opinion/comments on GST/ service tax related matters on files at least once in a week. In case of any urgency you may be asked to attend the office any time on any day.
14. To attend all the matters related to GST, and other issues that may arise in succession of service tax.

15. To ensure that there is no levy of penalty, fee, interest or any other charges by GST Deptt due to any procedural lapse on your part.

16. To be present in RSWC whenever the GST/ST departmental audit comes, prepare replies to memo and satisfy the audit team.

17. To recommend and implement the changes in accounting with regard to ITC utilization and GST return filings, to keep the books of accounts in harmony with GST returns, data and ensure GST rules compliance.

18. To attend any issues which may arise for implementation of ST/GST in future.

19. **You are appointed for one year from 1st April 2018 to 31st March 2019.**

20. **In case of breach of any of the above conditions your services can be terminated at any time by RSWC without disclosing any grounds.**

You will be paid a remuneration of Rs.25,000.00/- Rupees (twenty five thousand + GST). The remuneration will be paid monthly @ Rs. 25000 + GST (twenty five thousand plus GST ) on submission of bill by you. Kindly submit your acceptance and confirmation at the earliest.

Managing Director