

## Finance Department

### **Audit & Taxation Section**

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Section Officer	:	Sri. R. Srikanth
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Section Number	:	0891-2874233/3230/3231/3226
Section Staff	:	Sri. Y.U.V Prasad – Cost Analyst Sri. P. Sridhar – Jr. Acct.

This section deals with the Audit matters of VPT, Taxation matters (both direct and indirect) of VPT, VPTEPFT, VPTEGFT & VPTEGPFT. In connection with audit and taxation section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Coordinating with all relevant departments and sections to obtain necessary and relevant information on the queries raised by the Auditors during concurrent Audits and internal audits.
- Taking necessary actions on the internal auditor report.
- Preparing the advance tax estimates as per the Income Tax Rules and duly remitting the advance tax to Income Tax authorities on or before due dates based on the consultant's recommendations.
- Remitting the TDS dues by duly adjusting with the TDS already paid on accrual basis (if any).
- Ensuring the filing of TDS/TCS Returns Periodically.
- Accounting of TDS certificate received from the trade and reconciling with 26AS.
- Verifying and reconciling the Form 26AS with tax ledgers of port based on consultant's report.
- Liasoning and coordinating with tax auditors for the tax audit report of VPT.
- Filing the Income Tax Return of VPT, VPTEPFT, VPTEGFT & VPTEGPFT on or before due dates.
- Responding to the queries raised by the Income Tax Department, Internal/External Audit & Government Audit relating to VPT, VPTEPFT, VPTEGFT & VPTEGPFT financials.
- Providing the necessary documentation/information to finalise the VPT, VPTEPFT, VPTEGFT & VPTEGPFT Income Tax e-Assessments.

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- Responding to the IT notices/demands received from the IT department with in due dates.
- Filing the petitions with Income tax Appellate Tribunal (ITAT).
- Issuing Form-16/16A to the relevant sections for onwards submission of the same to employees and pensioners/contractors and consolidated payment employees.
- Taking necessary actions on the indirect tax consultant reports.
- Clarifying the queries raised by various departments relating to Taxation (incl. TDS) matters in consultation with Direct Tax Consultants.
- Ensuring the filing of GST Returns periodically.
- Processing of statutory GST payments such as GSTR 3B, GSTR-7... as per the statutory due dates.
- Attending to the Service Tax/GST show cause notices and letters on Service Tax/GST matters and obtaining necessary approvals for onward submission to taxation authorities.
- Issuing of GST TDS Certificates to the vendors/contractors of VPT.
- Taking necessary actions on the indirect tax consultant reports.
- Clarifying the queries raised by various departments relating to GST in consultation with GST Consultants.
- Coordinating with all sections to submit the relevant information sought by/required for Tax Authorities for due taxation compliances.