सत्यमेव जयते
कार्यालय मुख्य आयुक्त दिव्यांगजन
OFFICE OF THE CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES
दिव्यांगजन सशक्तिकरण विभाग/**Department of Empowerment of Persons with Disabilities**
सामाजिक न्याय और अधिकारिता मंत्रालय/ **Ministry of Social Justice & Empowerment**
भारत सरकार/**Government of India**
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5th Floor, N.I.S.D. Bhawan, G-2, Sector-10, Dwarka, New Delhi-110075; Tel.: (011) 20892364
Email: ccpd@nic.in; Website: https://ccpd.nic.in

No. CC-12017/8/2026-O/o CCPD Dated: 9 October, 2026

Subject: Engagement of a Chartered Accountant/Tax Professional on consultancy basis – reg.

The Office of the Chief Commissioner for Persons with Disabilities (CCPD), Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India, invites applications from eligible and qualified Chartered Accountants (CAs)/Tax Professionals for engagement on a **consultancy basis** to provide professional services relating to taxation, GST compliance and other financial matters of the Office of the CCPD for the Financial Year 2026–27 onwards.

1. Scope of Work

The selected consultant shall be responsible for the following activities:

1. Preparation/Generate and print Form 16 (For 24Q) for employees in readable soft copy and distribute after DDO verification.
2. Preparation/Generate and furnish Form 16A (For 26Q and 27Q) quarterly to vendors/suppliers, after DDO approval.
3. Preparation and filing of quarterly TDS returns and other applicable statutory returns of the Office of the CCPD.
4. Preparation, verification and processing of monthly GST bills and related GST compliance.
5. Examination and scrutiny of notices received from the Centralised

Processing Centre (CPC) and other tax authorities, as applicable.

6. Reconciliation and verification of TDS records with the relevant records available on the Income Tax portal and other applicable platforms.
7. Preparation and submission of appropriate replies, explanations and responses to notices issued by the CPC and other tax authorities, as required.
8. Providing professional advice and assistance on matters relating to income tax, GST, TDS and other applicable statutory compliances.
9. Any other related work assigned by the Office of the CCPD in connection with the above services.

2. Eligibility Criteria

1. The applicant must be a qualified Chartered Accountant or a tax professional possessing relevant qualifications and experience in taxation and statutory compliance.
2. The applicant should have adequate experience in handling income tax returns, TDS reconciliation, GST compliance and examination of tax notices.
3. Preference may be given to applicants having experience in providing taxation and financial consultancy services to Government offices or other public institutions.

3. Nature and Duration of Engagement

The engagement shall be purely on a consultancy basis for the Financial Year 2026–27 onwards, subject to the terms and conditions prescribed by the Office of the CCPD. The engagement shall not confer any right to regular appointment or employment in the Government.

4. Remuneration

The consultancy fee shall be as mutually agreed upon and approved by the competent authority, subject to the applicable rules and terms and conditions of engagement.

5. Submission of Applications

Interested and eligible candidates may submit their applications, along with their detailed CV/resume, copies of relevant qualifications, details of professional experience and proposed consultancy fee, to the Office of the Chief Commissioner for Persons with Disabilities.

- **Last date for submission:** 19/10/2026 – 1430 Hrs
- **Mode of submission:** Email/Physical submission

- **Email/Postal Address:** OFFICE OF THE CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES, 5th Floor, N.I.S.D. Bhawan, G-2, Sector-10, Dwarka, New Delhi-110075 (Email: **ccpd@nic.in)**

6. General Terms and Conditions

1. The Office of the CCPD reserves the right to accept or reject any or all applications without assigning any reason.
2. Incomplete applications or applications received after the prescribed deadline may not be considered.
3. The selected consultant shall maintain strict confidentiality of all financial, taxation and official records accessed during the engagement.
4. The decision of the competent authority regarding the selection and terms of engagement shall be final.

For further information and updates, applicants may visit the official website of the Office of the CCPD “https://ccpd.nic.in”.

Chief Commissioner for Persons with Disabilities