

राजस्थान वित्त निगम

मुख्यालय: उद्योग भवन, तिलक मार्ग,
सी-स्कीम, जयपुर
H.O.: Udyog Bhawan, Tilak Marg,
C-Scheme, JAIPUR-302005

Ref.RFC.PA-22(5)/1824

Dated: 15.01.2018
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CIRCULAR
(P&A-679)

FY 2017-18 is reaching to fag end and only three months are left. As such, exact taxable income for FY 2017-18 (Assessment Year 2018-19) is to be worked out for the purposes of TDS.

As per provisions of Section 192 of the Income Tax Act, the Income Tax is to be deducted every month at the average rate; accordingly deductions are being made from the salary of each employee every month based on the available information.

Now, the time has come when the declarations of employees are also required to be verified by way of photocopies of receipts/documents in support of investments made which are permissible under section 80C/80CCC/CCD etc. Therefore, all the officials are advised to submit the photocopies of receipts/documents in support of their investments immediately at BO/ HO so as to reach the same at HRD, HO after due verification by the concerned Branch Manager/ Office In-Charge of the branch latest by **22.01.2018** failing which income tax shall be deducted for the current FY based on the information available.

All concerned are also advised to check up their Permanent Account Number (PAN) as appearing in the salary slip etc. and in case of any discrepancy, the same is required to be immediately brought to the notice of HO/BO along with photocopy of PAN Card failing which it shall be presumed that PAN as available on the record of HO/BO is correct and it will be the sole responsibility of the concerned assessee for repercussions.

As per HO circular No. RFC/F.11(255)/169 dated 05.09.2014 regarding centralized salary which is being prepared at HRD, HO, Jaipur level based on Annexure-B duly recommended by concerned DDos/Branch Incharge. Details of salary etc. paid by HO are also sent by e-mail/letters/pay slips in due course and same are available with your branch, based on which income tax calculation and tax thereon are to be worked out at your level for deduction of tax on an average basis.

All the Branch Manager/ Branch In-charge(s) are responsible for checking /verification of the documents duly signed by individuals and have to counter sign the detailed statement of taxable salary/ income and photocopies of investment made by the concerned officials under section 80C/80CCC/CCD etc. while sending P&A, HO, Jaipur.

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It has however been observed that the concerned Branch Manager/ Branch In-charge(s) are not complying with the above said HO circular in letter & spirit while sending the statement of taxable salary/ income, calculation of income tax and photocopies of investments made by the officials concerned and they are not checking the stated documents properly, especially in the matter of rent paid to the land lord, the provision of verification with proper receipts as per the circular No. HRD-129 dated 16.01.2014 is not being taken care of while allowing house rent allowance exemption (fully or partly). All the concerned Branch Manager/ Branch In-charge(s) are therefore advised to properly check and counter sign all these documents of the employees concerned before sending them to HO and required changes, if any in income tax to be deducted may be informed to HO in Annexure-B for the month of January, 2018 onwards.

All DDOs/Branch Manager/Office Incharge of the branches are advised to ensure the compliance of the above instructions and the provisions laid down in Income Tax Act, 1961. **For lapses in this regard concerned Branch Manager/ Branch In-charge(s)/DDO shall be solely held responsible for violation of provisions/ rules/ short deduction of income tax, if any.**


16/1/18

(M R Chhinwal)
General Manager(P&A)

Encl: As above.

Copy to:

1. All BOs
2. Standard Circulation at HO