

DELHI TRANSCO LIMITED

(WAGES SECTION)

2nd floor, Pre Fab. Building, Rajghat Power House, New Delhi 110002.

Ph. 23250275

No. F.DTL/301/16/Fin.(Wages)/2009-10/ 53

Dated.21.04.2009

CIRCULAR

It is to inform all the concerned that **Form-16** for the Assessment **Year 2009-10** (F/Y 2008-09) will be ready & available w.e.f. **27th of April'2009**.

Since Form-16 is an important document, all the sectional heads are requested to depute a responsible regular employee, having identity card, along with the list of employees (employee number wise), in respect of whom Form-16 is to be collected, supported with an authorization letter to this effect. **Each and every employee need not to come in person. Once Form 16 is issued and received by authorized representative, the duplicate cannot be issued in any case.**

Though, due care has been taken while preparing Form-16 on the basis of inputs furnished by individual, even then in case of any inconsistency/error is noticed may be brought to the notice of the undersigned immediately with out any delay **but not later than 10.05.2009**. Any inconsistency will be rectified on the spot to the entire satisfaction of the assesses, with in the framework of the Income Tax rules. Hence, all the concerned are requested to please come in person or through a representative who is conversed with the discrepancy, **with the original documents and original Form-16** issued by this office.

PLEASE NOTE THAT NO COMPLAINT, IN ANY CIRCUMSTANCES, REGARDING TDS & FORM-16 SHALL BE ENTERTAINED BEYOND 10.05.2009

(V.K.Gupta)

Asstt. Manager Finance (wages)

Copy to: -

1. OSD to CMD
2. PS to Director (Finance)/Dir. (HR)/Dir. (Opr.)
3. All GMs
4. All DGMs
5. All Managers

With the request to bring the contents of this circular to the notice of all the employees working under them.

6. Notice Board of Delhi Transco Limited (Shakti Sadan/ Lodhi Road/RPH/ Minto Road/Jhandewallan/Defence Colony/I.P.Estate.
7. Manager(IT) with a request to upload the content of this circular on DTL website