

**DELHI TRANSCO LIMITED
(WAGES SECTION)**

Ph No. 23250275

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

CIRCULAR

F.DTL/ 301/12 / 2008-09/294

Dated 25.03.09

Reg: - Direct feeding of saving documents in r/o TDS on salary

It is known that deduction of Tax on taxable salary income of employees is a statutory requirement. Further as per requirement of the income tax rules, deductions of tax in proportion to salary income are to be ensured through out the year. During financial year 2009-10, TDS calculation will be done as per declaration of savings made by individual. In order to avoid the paper work and related inconvenience, DTL has introduced a facility to feed the details of the savings / extra incomes etc. (Other than salary) by the individual concerned at its own in the online MIS system, The path is as under.

MIS - LOGIN - INCOME TAX- (IT SAVING - HRA REBATE - I TAX CALCULATION)

The online entry will be open to all the officials up to December 09 for any entry, addition / modification and thereafter the facility will be withdrawn. The supporting documents in r/o saving details fed in the system should also be submitted latest by 31st Dec 2009 with wages section.

[Signature]
Dy. General Manager (Fin) III

Distribution

1. OSD to CMD.
2. PS to Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. All GMs/DGMs.
4. All Departmental / Sectional Heads

} For favour of kind information, please.

} for information & circulation to all concerned employees.

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