



# The Kolkata Municipal Corporation

C. M. O Buildings

5, S. N. Banerjee Road, Kolkata – 700 013

Dated, May 3, 2018

Municipal Commissioner's Circular no.....<sup>20</sup>..... of 2018-19

As mandated by Section 139A and 139A(5A) of the Income Tax Act 1961, all regular employees of Kolkata Municipal Corporation who are yet to submit their Permanent Account Numbers (PAN), are hereby informed that they are required to submit the same within 12.06.2018, Tuesday.

Since, as per Sections 192 and 201 of the said act, the KMC becomes responsible for deduction and payment of income tax of its employees, failure to do so due to non-availability of PAN of the employees may make the KMC liable for penal action.

To prevent such a situation from occurring, the appropriate authority of KMC has decided that failure in submission of PAN within the stipulated date shall lead to discontinuation of payment of the salaries of such employees with immediate effect thereafter. The same shall be resumed only after they submit their PANs.

Heads of Departments are directed to inform such employees in writing and preserve proof of service of such intimation.

This is also applicable to newly appointed employees. Payment of salary to such employees will commence only after they submit their PANs.

  
Municipal Commissioner  


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- 1) All Controlling Officers
- 2) All Heads of Departments / Offices / Directorates / Boroughs / Units.