



CENTRAL MUNICIPAL OFFICE BUILDINGS
5 SN BANERJEE ROAD, KOLKATA-700013

Municipal Commissioner's Office

Municipal Commissioner's Circular No. 61. of 2016-17

Dated: 10.12.2016

It is for information of all concerned that as per IT Rules; Income Tax is to be deducted from the employees' salaries at the average rate at the time of payment of salary. However, this is to be strictly followed in every Department. Moreover, it has been decided by the authorities that from now on, all Establishment Sections under different Departments in KMC will made entries under Chapter VIA etc of Income Tax Act on the payroll system itself. This would be allowed till 10th of February of each year or on the next available working day. As deduction of Income Tax is to be completed from the salary of February each year on the basis of entry made under Chapter VIA etc, balance payable Income Tax would be deducted accordingly from the payroll system automatically after consideration of month wise Income Tax deduction of respective employee, if any. This would enable the IT Cell of F&A Dept to avail the full employees' tax deduction data of the entire financial year and upload the same in the Annexure II of IT Return (24Q) thus paving the way for downloading Form 16 from the TRACES module of Income Tax Department.

Municipal Commissioner

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