

DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI

No. Act/PBS/2019/ 687

Dated:-03.09.2019

To avoid the reconciliation problems at the end of year, henceforth, the following line of action is to be followed by the Depots:

- 1) Presently, the Salary payment of the part time staff /Sweeper Cleaners posted in the Depots/Units is being booked by the Depots/Units in the Account Head No.015301. Henceforth, the said payment shall be booked under the Account Head No.412103.
- 2) As per the existing rules, the payment of Income Tax to the Income Tax Authority is to be made by 7th of each month. However, it has been observed that the details (Cheque Voucher, Releasing memo and summary of deducted tax etc.) of Income tax deducted from the Salary of the DTC employees are not being submitted timely by the Depots to the Dy. Manager (Pay) Hqrs.

Accordingly, all D.Ms./Unit Officers are requested to submit the income Tax detail by 5th of each month to the Dy.Manager (Pay)Hqrs., failing which the responsibility of penalty from Income Tax Authority shall lie on the concerned Depot/Unit.

- 3) In case of manual bills on which PF is payable, the schedule of PF must be attached with the manual bills while forwarding the same to the Dy.Manager (Pay)HQ.
- 4) Any due payment against arrears of 7th Pay Commission, if pending needs to be settled immediately.

N.P.
(V.N. Patil) 3/9/2019
Addl.C.A.O.

All D.Ms./Unit Officers