

CENTRAL INSTITUTE FOR COTTON RESEARCH, NAGPUR

F.No.Director/Misc/2013-14

Dated: 26.10.2013

OFFICE ORDER

Reference is invited to the Council instructions vide F.No. 2-8/2012-Cash-II dated 10th July, 2013. In this regard, it is hereby directed that individual Drawing & Disbursing Officers are personally responsible for electronic filing of all Income-Tax quarterly returns within stipulated date as fixed by Income-Tax Department. It ensures timely reflections of Income-Tax credit in the individual accounts for each employee/Supplier/Contractor. Now therefore, all the Drawing & Disbursing Officers are hereby directed to ensure strict compliance of these instructions failing which, they will be held personally responsible for any delay in filing of Income-Tax returns.

Sd/-
(K.R.Kranthi)
Director

Copy to :

1. Drawing & Disbursing Officer, CICR, Nagpur for strict compliance (Council instructions enclosed).
2. Drawing & Disbursing Officer, CICR, RS, Coimbatore for strict compliance (Council instructions enclosed).
3. Drawing & Disbursing Officer, CICR, RS, Sirsa for strict compliance (Council instructions enclosed).
4. Sr.AO/FAO,CICR, Nagpur for information and necessary action.
5. I/c ARIS Cell for uploading on website.
6. PS to Director for record.



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI-110001**

F.No. 2-8/2012-Cash-II

Dated 10th July, 2013

CIRCULAR

Consequent upon visit of Secretary, ICAR in few of the ICAR institutes, it was found that Tax deducted from the DDO on the individual employee/supplier/contractor are not reflected in individual account of Income Tax payee in Form 26AS of Income Tax website.

Therefore all the Directors of ICAR Institutes may kindly ensure through their DDO's to electronically file respective quarterly returns of Income Tax for Tax deducted from employees/suppliers/contractors, within the stipulated dates fixed by Income Tax departments.

DDO is personally responsible for electronic filing all Income Tax quarterly returns within the stipulated dates as fixed by the Income Tax department. It ensures timely reflections of Income Tax credit in the individual account for each employee/supplier/contractor. If Tax deducted for a particular employee/contractor/supplier is not reflected in form 26AS of Income Tax department website due to incorrect filing then a correction Income Tax return must be filed for getting reflection of Tax credit of that particular employee/supplier/contractor in form 26AS.

(DILIP ROY)
UNDER SECRETARY (Cash)

To

1. The Directors/Project Directors/ PC's

Of all ICAR Institutes/Burex/ Project Directorates/PC Unit

2. Sh. Hans Raj, Information System officer, DKMA, KAS-I for placing on ICAR web-site.



भारतीय कृषि अनुसंधान परिषद
कृषि भवन : नई दिल्ली

मिसिल.स.2-8/2012/रोकड़-2

दिनांक 10 जुलाई, 2013

परिपत्र

सचिव, भा.कृ.अनु.प. के कुछ संस्थानों के दौरे के दौरान पाया गया है कि डी.डी.ओ. द्वारा कर्मचारियों/स्पलायरों/ठेकेदारों से काटे गये आयकर उनके व्यक्तिगत आयकर खातों में, आयकर विभाग के फार्म-26 ए.एस. में प्रतिबिंबित नहीं हो रहे हैं।

इसलिए सभी संस्थान के निदेशक कृपया अपने डी.डी.ओ. के माध्यम से ये सुनिश्चित करें कि कर्मचारियों/स्पलायरों/ठेकेदारों से काटे गये आयकर की तिमाही विवरणी, आयकर विभाग द्वारा निर्धारित समय अनुसार इलैक्ट्रॉनिक माध्यम द्वारा फाइल की जाये।

यह डी.डी.ओ. की व्यक्तिगत जिम्मेदारी है कि सभी आयकर की तिमाही विवरणी आयकर विभाग द्वारा निर्धारित समय अनुसार इलैक्ट्रॉनिक माध्यम द्वारा फाइल करें जो कि यह सुनिश्चित करता है कि प्रत्येक कर्मचारी/स्पलायर/ठेकेदार अपने काटे गये आयकर का क्रेडिट, आयकर विभाग के वेब साइट के अन्तर्गत फार्म-26 ए.एस. में प्रतिबिंबित हो। अगर गलत आयकर रिटर्न फाइल करने की वजह से कोई कर्मचारी/स्पलायर/ठेकेदार अपने काटे गये आयकर का क्रेडिट फार्म-26 ए.एस. में नहीं पाता है तो डी.डी.ओ. द्वारा भूल सुधार रिटर्न फाइल करना आवश्यक है ताकि वह कर्मचारी/स्पलायर/ठेकेदार अपने काटे गये आयकर का विवरण फार्म-26 ए.एस. में देख पाये।

(दिलीप राय)

(दिलीप राय)
अवर सचिव (रोकड़)

वितरण :-

1. भा.कृ.अनु. परि. के अर्धानस्थ सभी संस्थान/निदेशालय/केन्द्र/ब्यूरो के निदेशक।