

Dt: 12.04.2018

Sub: Declaration Form for the deduction of Income Tax from Salary U/S. 192
for the Financial Year 2018-19 related to the Assessment Year 2019-20

For Computing the Income Tax Liability U/s. 192 of the Income Tax Act, for the Financial Year 2018-19, all employees are required to submit the Declaration Form along with the proposed savings. For the purpose, an online Declaration facility is available in Web Application in MIS (MIS>Web Application>Work Flow Application>Employee> Saving Declaration or alternatively may click on the "Workflow" Icon on the MIS screen and then go to Employee > Saving Declaration). Accordingly, employees are requested to fill up the information relating to proposed savings like LIC, PPF, NSC, ULIP etc. for the Financial Year 2018-19.

For the purpose of processing salary for the month of April, 18 onwards and for computing the TDS Under Section 192, online declaration form is to be filled up by the employees on before 21st April, 2018, so that Payroll Section can consider the proposed savings for the Financial Year 2018-19.

Proof of savings actually done is to be submitted to Payroll Section by 15th January, 2019. Employees who want to declare Income/Loss from House Property may also fill up the details as per Saving Declaration Form for the Income Tax purpose.

In case the required information is not furnished by 21st April, 2018, the Tax will be deducted as per provisions of Income Tax Act.


Suresh Goyal
Jt.General Manager F&A)