

Dt. 11.04.2019

Sub: Declaration Form for the deduction of Income Tax from Salary U/s. 192  
for the Financial Year 2019-20 related to the Assessment Year 2020-21.

For computing the Income Tax Liability U/s. 192 of the Income Tax Act, for the Financial Year 2019-20, 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 Applications in MIS. (MIS > Web Applications > Work Flow Applications > Employee > Saving Declarations or alternatively may click on the "Workflow" icon on the MIS screen and then go to the 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 2019-20.

For the purpose of processing salary for the month of April, 19 onwards and for computing the TDS U/s. 192, online declaration form is to be filled up by the employee on or before 20<sup>th</sup> April, 19, so that Payroll Section can consider the proposed savings for the Financial Year 2019-20.

Proof of Savings actually done is to be submitted to Payroll Section by 15<sup>th</sup> January, 2020. 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 20<sup>th</sup> April, 19, the Tax will be deducted as per provisions of Income Tax Act.

  
Suresh Goyal  
General Manager (F&A)