



(A Govt. of Maharashtra Distribution Co.Ltd.)

No.HR/GM/HR/29316

Maharashtra State Electricity Distribution Co.Ltd.  
Prakashgad, 4<sup>th</sup> floor, Prof.A.K. Marg, Bandra (East),  
Mumbai – 400 051.

Date : 18-09-2014

**CIRCULAR**

**Sub : Filling of Income Tax E-TDS Returns 24 Q in respect of (Salaried Employees).**

MSEDCL has to file the Income Tax TDS Return for every Quarter of each financial year as per Income Tax Act for tax deducted from Employees. However, it is observed by the Internal Auditor that majority of compliances are pertains to employees related TDS issues. Most of the Income Tax notices are issued due to incorrect filling of TDS Returns. The Director (Finance) has issued instructions vide Circular No.Director(Finance)/1933/ 10365 dtd. 28/03/2014 to discontinue all the Tax Consultants for filling of Tax Returns.

In view of the above, all the Zonal/Circle/Division Heads are hereby directed to discontinue the practices of engaging the outsourcing TDS Return filling and discontinue all the contracts of Tax consultancies.

Further it is also directed to observe the deadlines of filling TDS Returns in respect of 24 Q (Employees Salary) and accuracy of the return so that the defaults, interest and penalty from the Income Tax Department will not arise. The field office should purchase the software for TDS filling with the approval of Competent Authority. The list of Software Providers is available on NSDL Website.

Further, it is also directed that, the HRMS and Pay Roll Training should be arranged for Accounts Staff with the help of Dy. Manager(HRMS) and UDC(HRMS) in field.

The check list of activities required to be carried out is enclosed herewith for your information and necessary action at the time of filling E-TDS Returns.

This circular is made available on Company's Intranet in HRD circular. No hard copy is sent to any office.

  
( Sandesh Hake )

Chief General Manager(HR)

To  
As per mailing list upto the Division level of MSEDCL.