

APS RTC O/o the VC & MD Finance Wing

Mushirabad Hyderabad

No CAO/IT/56(l)/95 Tax Audit

Dated 27 Sep 96

To

All the Dy CAOs/EEs/AOs/WMs/CoSs/Dy CMEs,
All the Depot Managers
The ATMs CBS (HYD) & DBS (VSP)
APSRTC Corporation

Sub INCOME TAX - Tax Audit U/s 44-AB for the Financial Years 1994 95 and
1995-96 - Reg

Under Section 44 AB of the Income Tax Act 1961 the Corporation has a statutory obligation to get its accounts audited by a Chartered Accountant and furnish the Tax Audit Report before 30 NOV 96 failing which the Corporation is liable to pay penalty at one half per cent of the gross revenue

We are due to obtain and file Tax Audit Reports for both the Financial years 1994-95 and 1995 96 with the Income Tax Department on or before 30 NOV 96 For this purpose we have to furnish certain information relating to the following

- 1 Details of provisions and actual payments towards Municipal Taxes Non Agricultural Taxes Bus Stand fee and MV Taxes on Buses hired by APSRTC separately for both the Financial years 1994 95 and 1995-96 in the proforma enclosed Please study carefully the notes appended at the foot of the Proforma
- 2 Income Tax deducted at Source Income Tax deducted by APSRTC while making payments to Employees towards salaries contractors for civil works bus body fabrication tyre retreading, local repairs bus hire (by APSRTC) charges has to be furnished in the following proforma

SI No	Nature of Payment	Amount of TDS recovered	Date of Deduction	Date of payment to IT Department
1	2	3	4	5

Information in the above Proforma has to be furnished separately for Financial years 1994-95 and 1995 96 The IT Department obviously requires this information to check whether the Units of APSRTC are promptly remitting the tax deducted to the Department While furnishing the information there is no need to furnish the name of the Employee or Contractor from whom tax deduction is made It is sufficient if the nature of payment viz Salaries Works bill etc , is indicated

- 03 Maintenance of Guest House charges and Payments to Clubs (by APSRTC) The total amount of expenditure incurred for maintenance of Guest Houses for officers (only) and Payments to Clubs has to be furnished separately for Financial years 1994 95 and 1995-96 in the following Proforma

	Towards	1994-95	1995-96
Maintenance of officers Guest Houses			
Payments to Clubs			

After furnishing the above information the Chartered Accountant doing Tax Audit obviously requires certain time to make his own scrutiny of the information relating to the above as well as several other items being dealt only in Head Office

Hence we expect the information separately for Financial years 1994-95 and 1995-96 as above to reach the Head Office latest by 20 OCT 96 certain In this connection the following points may also be noted

All the officers are requested to furnish the information in duplicate to the concerned Dy CAOs/AOs consolidating their accounts now on or before 30 SEP 96 THE OFFICERS ARE REQUESTED NOT TO MARK COPIES OF INFORMATION TO THE HEAD OFFICE TO AVOID UNNECESSARY CONFUSION

The Dy CAOs/AOs are requested to furnish consolidated information (showing Unit wise particulars) in duplicate along with one copy of the information with challan copies received from their constituent Units to reach the Head Office by 20 OCT 96

All the officers now being addressed are requested to ensure that the time schedule is adhered to without fail else we shall have to pay hefty penalty

Similar information will have to be furnished for future years also Hence it is requested that a separate Tax Audit case be opened to store the information on a continuous basis so that it could be furnished at short notice in future

Sd/ (K V Subba Rao)
CHIEF ACCOUNTS OFFICER

Encl Proforma

TAX AUDIT INFORMATION FOR FINANCIAL YEAR 1994 95

Provision Outstanding as on 01 APR 94	Details of amounts paid during APR 94 to MAR 95				New Provisions made in 1994 95		Balance Outstand ing as on 31 Mar 95	Details of amounts paid during APR 95 to SEP 95			
	Amount	Mode	No	Date	Period	Amount		Amount	Mode	No	Date
1	2	3	4	5	6	7	8	9	10	11	12

Property Tax
1
 2

NALA
1
 2

M V Tax on Hired Veh
1
 2

Bus Stand Fee
1
 2

TAX AUDIT INFORMATION FOR FINANCIAL YEAR 1995 96

Provision Outstanding as on 01 APR 95	Details of amounts paid during APR 95 to MAR 96				New Provisions made in 1995 96	Balance Outstand ing as on 31 Mar96	Details of amounts paid during APR 96 to SEP 96				
	Amount	Mode	No	Date			Amount	Mode	No	Date	
1	2	3	4	5	6	7	8	9	10	11	12
All Items in the ; above Proforma											
Place Date d	No of Xerox copies enclosed						Signature Designati on				

Notes

- 1) Indicate Cheque or Draft or Challan as case may be in Mode column
- 2) Enclose Xerox copies of proof of payment without fail This is very essential
- 3) Information in Col (8) of Proforma for 1994 95 has to be obviously Copied into Col (1) of Proforma for 1995 96
- 4) Head Office will take note of information relating to payments in Col (9) to (12) of Proforma for 1994 95 repeated in Col (2) to (5) of Proforma for 1995 96
- 5) Information relating to Col (2) has to be furnished only if any payments are made from out of balance outstanding as per Col (1) In other words if any payments are made by debiting final head of account as a result of net making provision in the accounts of earlier financial years such payments should not be shown in the statement
- 6) Information relating to Col (9) has to be furnished only if any payments are made from out of balance outstanding as per Col (8)