

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD Audit Wing
Musheerabad Hyderabad

No PA3/PA4/201(1)/2003 AD

Date 31st Jul 2003

To
All Officers of the Corporate Office
A P S R T Corporation

Sub INCOME TAX - Computation of Salary and Other Incomes and effecting
Income Tax Deduction at source (TDS) for the FY 2003 04 (IT A Y 2004 05) -
Reg

As you are aware Salary Income of Employees working in Head Office Units (except BBW & PP) have to be computed and Income Tax recoveries have to be effected from their salaries by the P & A Section TDS is already being effected from Mar 03 salary onwards based on the salary income as estimated by us with reference to Salary Bills data at the beginning of year This TDS recovery may require revision during the leftover period of this year depending upon the Declarations made by the Employee regarding actual payment of Rent for their residential accommodation Savings in approved media qualifying for Rebate under Sec 88 and Deductions under Chapter VI A of the Income Tax Act To fulfill this requirement we enclose copies of Forms for Employee s Declaration for computation of Income Tax for the FY 2003 04

We now request you to get the Forms filled in all respects by all Employees working under your administrative control and drawing Basic Pay of Rs 5500 and above in Mar 03 and transmit the same along with your own Declaration to the AO (P & A) / HO on or before 20th Aug 2003 If the information is not received by 20th Aug 03 we shall have to go ahead with the Tax Calculations based on the information available in Salary Bills and continue to effect/revise recovery of tax amount as per our computation only In this connection we request you to take note of the following

- ◆ Information should be furnished in the enclosed Form of Declaration only Attach separate paper wherever space provided in the Form is not sufficient to furnish all the required details While filling up the Form use capital letters and round off all amounts to nearest rupee to facilitate data entry
- ◆ If the Income Tax Department has not allotted the PAN yet furnish photocopy of the form of application for PAN {Form No 49 A} This is compulsory because the Employer (APSRTC) is statutorily required to quote the PAN in Certificates for tax deduction issued to the Employees and in the Annual Return filed with the Income Tax Department

Sd/ (K Nageswara Rao)
DY CHIEF ACCOUNTS OFFICER (S P & A)

Encl As stated

Copies to the EDs of all Zones and all the RMs for favour of information with a request to ensure compliance of statutory requirements

Copies to the Dy CAOs and AOs of all Zonal Offices and all Regional Offices AO (BBW & PP) EEs of all Zones ATMs of MGBS and DBS and all the Depot Managers for similar action to comply with statutory requirements for their respective Units please

Note Enclosure not Printed