

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD Audit Wing
Musheerabad Hyderabad

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

Date 7th Aug 2003

The Dy CAOs and AOs of
All the Zonal Offices and Regional Offices
A P S R T Corporation

Sub INCOME TAX - Computation of Salary Income and effecting TDS for the
FY 2003 04 - Reg

Ref This Office Lr No PA3/PA4/201(1)/2003 AD dt 31st Jul 2003

Some of the Supervisors who attended the Supervisory Development Programs at Transport Academy represented to us to provide them facility for computation of Income Tax liability for TDS purposes as more and more number of employees are getting into tax net

One of our Accounts Staff (Sri Uday Bhaskar) of VJA Zonal Office has already developed the required Software for computation and recovery of Income Tax as per the I T Act and Rules and the same is already being used in almost all Units of the Vijayawada Zone In view of the representations made to us we have taken stock of the utilities of the Program and got incorporated certain adjustments keeping requirements of Depots and latest amendments etc in view Following are some of the important features of the Program

- (a) Captures Actuals data (for Pay DA HRA CCA PF LIC etc) for every employee upto the last month from the Pay Rolls Data Files
- (b) Adopts the last month s Drawals and Deductions for the remaining months of the FY
- (c) Provides for data entry for Rent paid Savings qualifying for Rebate under Sec 88 and Deductions under Chapter VI A and Other Income (including Loss from House Property) etc
- (d) Works out the Income tax due for each of the employees
- (e) Generates Form 16 required to be provided to the Employees at year end and also Form 24 Annual Return for submission to the Income Tax Department

For transferring the Software it is decided to convene Meetings of the Dy CAOs AOs Pay Rolls System Supervisors and Accounts Supervisors of the Retional Offices (dealing with the subject) of VZM & VJA NLR and CDP Zones as per the following Program

We therefore request you to direct the above mentioned Officers and Supervisors to attend the Meetings as per above schedule with (a) two blank Cartridges for getting Software loaded and also (b) Pay Rolls data of their own Regional Offices and District HQrs Depot from first month of the current FY to Jul 03 so as to have a test run of the Software and (c) information about other subjects included in the Agenda

Sd/ (K V Subba Rao)
CHIEF ACCOUNTS OFFICER