



**PUNJAB STATE TRANSMISSION CORPORATION LTD.**

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

CIN: U40109PB2010SGC033814 (Punjab India)

O/O Chief Financial Officer (Pay & Accounts and Cash), Shakti Sadan, Patiala

Tel: 0175-2203636 Fax: 0175-2203637 Website: [www.pstcl.org](http://www.pstcl.org) Email Id: [ao-pay@pstcl.org](mailto:ao-pay@pstcl.org)

To

1. Chief Engineer/ HR, IT & Planning, PSTCL, Patiala.
2. Chief Engineer/TS, PSTCL, Patiala
3. Chief Engineer/P&M, PSTCL, Ludhiana. (Through Fax)
4. Financial Advisor/PSTCL, Patiala.
5. Company Secretary/PSTCL, Patiala.

Memo No. 1365/1369 / P&A-TDS

Date : 9/11/15

**Subject: Submission of tentative income statements for the Financial Year 2015-16**

According to provisions contained under section 192 of the Income Tax Act 1961, Drawing and Disbursing Officer, commonly known as DDO is responsible to deduct income tax from the salary of the employees at the time of payment at the average rate of income tax computed on the basis of rates of income tax in force for the relevant financial year in which payment is made. Thus, the DDO is required to compute at the beginning of the financial year, the total salary income payable to an employee during the financial year. To calculate taxable income of employees, details of their savings, admissible deductions, other income and tax deducted thereof etc. are to be intimated by the employees well in time so that average tax can be deducted every month.

To comply with the provisions of Income Tax Law regarding deduction of monthly tax from the salary of the officer's concerned, you are requested to ensure submission of tentative income statements along with documentary proof of savings/deductions as admissible for the Financial Year 2015-16 of all the officers working under your control, including yourself, who continue to draw Pay & Allowances from this office latest by **15<sup>th</sup> of Nov**, otherwise income tax will continue to be deducted as per data/record available with this office.

Hoping for favorable co-operation at your end please.

*SL*  
A O Pay & Accounts & Cash,  
PSTCL, Patiala.

End No. 1370/1379 Date : 9/11/15

Copy of the above is forwarded to the following for information.

1. Dy.Secy.to Director/Technical., PSTCL, Patiala.
2. Sr.PS to Director/Finance & Comml., PSTCL, Patiala.
3. Sr.PS to Director/Admin., PSTCL, Patiala.
4. Sr. PS to CMD/PSTCL, Patiala.
5. PS to Chief Financial Officer/PSTCL, Patiala.
6. Dy.CAO/HQ, PSTCL, Patiala.
7. Dy.CAO/A&R, PSTCL, Patiala.
8. All AO's under CFO/PSTCL, Patiala.
9. All AO's under P&M Circles, PSTCL

*kggml*  
A O Pay & Accounts & Cash,  
PSTCL, Patiala.

**CC:**

Copy of the above is forwarded to Sr. Executive Engineer/ IT, PSTCL, Patiala for uploading on website of the Company please.