



द्वारा: REGD

रक्षा लेखा नियंत्रक, कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी-781171

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOOUNTS,
UDAYAN VIHAR, NARANGI, GUWAHATI-781171**

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सं.: A/IV/TDS/1

दिनांक: 04/03/2015

(For Personal attention of Officer I/C)

To,

Area Accounts Office Shillong
PAO ARC Shillong
PAO 58 GTC Shillong
The AO GE's

Sub: Reconciliation of complied figures in respect of Ministry of Defence for the past/current financial year.

Ref: In continuation of this office letter No. A/IV/TDS/1 dt. 09/02/2015 and even no. dt. 27/02/2015.

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Please refer to this office letter no. cited above on account of Reconciliation of Tax Deducted at Source with TDS uploaded in 24G.

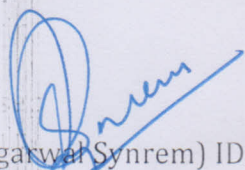
It is observed from the Reconciliation statement received from the few sub offices that there is much variation between the figures of TDS compiled and uploaded 24G. Some of the offices have not yet submitted their Report which is viewed seriously by the competent Authority. It is further requested to follow the following instructions strictly.

1. The AIN data may be reconciliated with compiled actual. In case of any difference a rectification to 24G for the year 2012-12, 2013-14 and 2014-15 be carried out immediately.
2. If any misclassification is noticed during reconciliation for the year 2012-13, 2013-14 at this stage, the same need not be rectified but details of the same will be indicated AIN (24G) month wise for information of I.T Authorities.
3. Misclassification for the current year 2014-15 may be rectified immediately in current month's account.

4. The monthly TDS compiled data may be uploaded by the date prescribed by the Income Tax authority.
5. Regular follow up & monitoring may be done regarding data uploaded in 24 G & reconciliation between difference in compiled actual & uploaded data must be carried out immediately in the following month.
6. A Register may be opened and maintained separately showing the date of TDS compiled, TDS uploaded and difficulty if any & the action for reconciliation carried out accordingly.

The reconciliation of monthly and progressive figures of data uploaded in AIN with the compiled actual is to be done necessarily on quarterly basis and report may please be submitted in the enclosed format (Annexure 'A') so as to reach this office by 10th of the following month of the each quarter ending on June, September, December and March for submission of Consolidated Report to our HQ office.

This may be accorded 'Top Priority'. Officer I/C would be held personally responsible for furnishing the data to this office and ensure strict compliance of the instructions as laid down on the subject.


(Sarika Agarwal Synrem) IDAS
Additional Controller.

Copy to:

EDP Sec : For uploading on official website of CDA Guwahati for necessary action by concerned addresses.


Sr. AO

Annexure 'A'

Statement showing reconciliation of data of 24G and compiled actual

Name of the office _____

Report for the QE _____

Sl No	Particular of AIN Holder	AIN	Progressive amount compiled	Progressing amount Uploaded in 24 G	Remarks

Note:- Report to be rendered in MS Excel.