



**GOVERNMENT OF SIKKIM  
FINANCE, REVENUE & EXPENDITURE DEPARTMENT  
GANGTOK**

No. 36/Adm./Fin/FCD/TDS.

Date 23/6/17

**CIRCULAR**

As per the Income Tax Act 1961, the Treasury, Pay & Accounts Offices (TP&AOs) are required to file monthly Income Tax returns in Form 24G by 15<sup>th</sup> of the succeeding month.

To ensure that the TDS figures in form 24G are accurate & correct the Drawing and Disbursing Officers are required to reconcile the figures with concerned TP&AOs compulsorily and furnish the report of the outcome of the reconciliation process to the TDS Cell of FRED every month at [tdscellfred@gmail.com](mailto:tdscellfred@gmail.com) positively.

It has come to the notice of Finance Revenue & Expenditure Department that most of the Drawing and Disbursing Officers are not following the instructions contained in the Circular No. 03/PAO(Hq.) dated 24.09.2016 issued by Treasury, Pay & Accounts Office, Headquarter, Gangtok.

It is once again directed that all the Drawing and Disbursing Officers are to **comply** strictly with the instructions contained in circular referred to above.

sd/-

**Principal Secretary  
Finance Revenue & Expenditure Department**

Memo No. 321-327/Gos/FRED/FCD/2016/17/TDS/ Dated: 23/6/17

Copy for information to:

1. All Heads of Department, Government of Sikkim
2. Principal Director/ Additional Director/ CPAO, Treasury Pay & Accounts Office East/ West/ North/ South
3. All the Officers of Finance Revenue & Expenditure Department
4. All Drawing & Disbursing Officers, Government of Sikkim
5. Assistant Director, IT Cell, FR&ED for uploading in the website of FR&ED
6. Guard File and
7. Office Copy

  
**Principal Director (FCD/FRBM)  
Finance Revenue & Expenditure Department**