



**Immediate**  
**Important**

GOVERNMENT OF SIKKIM  
FINANCE, REVENUE & EXPENDITURE DEPARTMENT  
GANGTOK

No. 20/Fin/Acctt.

Dated. Gangtok, 13<sup>th</sup> October, 2014

**CIRCULAR**

1. The Income Tax Act 1961 stipulates that all deductors, i.e the authorities deducting the Income Tax under section 194-A, 194-C, 194-I, 194-J and other provisions are required to file quarterly statement of Tax Deduction at Source (TDS) in form 24Q, 26Q & 27Q and other returns in electronic formats. The Drawing & Disbursing Officers are personally responsible for filing the required returns as provided in the Act.
2. At present most of the Drawing & Disbursing Officers of the State Government Establishments are filing the returns with the help of Tax Consultant appointed by the Government for training these DDOs for correct deduction of tax procedures as well as for filing of returns for the initial periods of implementation of Income Tax Act in the State. Now, with the passage of considerable period of time and expiry of the contract period of the consultant, the DDOs are required to file these return themselves as provided in the Income Tax Act & Rules
3. It is necessary that all Drawing & Disbursing Officers obtain the TAN (Tax Deduction and Collection Account Number) in order to file quarterly e- TDS returns. They are also required to obtain PAN (Permanent Account Number) of all those persons to whom payments are made except for those who are exempted under **Section 10 (26AAA) of the Act**. All those DDOs who have not applied for and have not obtained TAN so far should apply for the same immediately.
4. The Income Tax Act envisages that if TDS returns are not filed as per provisions of the Act, the Drawing & Disbursing Officer will be liable to pay penalty in accordance with **Section 272BB (Read with Section 206CA) of the Act**, that being the personal liability of the Drawing & Disbursing Officers. They can also be penalised if they don't fulfil their obligations of applying and obtaining TAN for the purpose of TDS related matters. Non- obtaining of PAN details while deducting TDS also attracts penalty under **Section 272B of the Act**.

All heads of Department are therefore, requested to advise, all the Drawing & Disbursing Officers under them to file the required returns immediately and without further delay.

By order and in the name of Governor.

Sd/-  
PRINCIPAL SECRETARY  
FINANCE, REV. & EXPDT. DEPARTMENT

Memo No. 501-507/GOS/CTD/2008-09/13 (86)

Dated 13<sup>th</sup> October, 2014

**Copy for information to:**

- 1) Principal Secretary to Hon'ble Chief Minister, Government of Sikkim,
- 2) Pr.P.S. to Chief Secretary to the Government of Sikkim,
- 3) All Heads of Department, /Government of Sikkim,
- 4) All Drawing & Disbursing Officers, Government of Sikkim,
- 5) All Officers of Finance, Revenue & Expenditure Department,
- 6) Income Tax Officer, Central Income Tax Office, Sonam Gyatsho Marg, Gangtok
- 7) Guard file,
- 8) File.

Sd/-  
(GOVIND PSD. KAUSHIK)  
DIRECTOR OF ACCOUNTS