

ADMINISTRATION-IV

File No.D-14026/20/2018-19/Admn-IV
Dated 25/03/2019

CIRCULAR

FOR INCOME TAX COMPLIANCE

All Divisions are requested to enclose the Schedule as per (Annexure 1, 2 & 3) in the prescribed format of TDS under Income tax for salary staff, consultant staff, and any vendor.

FOR GST COMPLIANCE

It is also requested to provide an additional schedule for those vendors on which TDS under GST are applicable as per enclosed format (Annexure 4).

All Annexures are downloaded on ICMR website.

Awason
26/3/19

DRAWING & DISBURSING OFFICER

ALL DIVISIONS OF ICMR

Copy to: ISRM Division is requested to upload the Annexures
1-4

Received
Uttam Kumar (ISRM)
1/04/19

ala
1/4/19

ANNEXURE IV

S. NO.	NAME OF VENDOR (Enclose copy of Invoice)	GST NO.	STATE NAME	VALUE OF TAXABLE SUPPLY OF GOODS/SERVICES (BASIC VALUE EXCLUDING GST (A))	TAX (GST ON INVOICE) (B)	TOTAL INVOICE VALUE (A+B)	TDS UNDER GST @ 2% (2% ON (A))					
							CGST(1%)	SGST(1%)	IGST	TOTAL		

* TDS Deduct @ 1% each under CGST / SGST in case of Bill issued by Supplier register in Delhi

*TDS Deduct @ 2% for IGST in case of issued by Supplier who registered in any state other Delhi

Signature of Division AO

Drawing & Disbursing Officer

ANNEXURE-I

Name of Division _____

TDS Schedule of Company for the Month of _____

S.No.	NAME OF COMPANY	PAN NUMBER	G.TOTAL OF BILL/INVOICE	TDS @ 1% OR 2% (which is applicable)	Total TDS Amount

Division
SIGNATURE OF SO/AO/Sr.AO

Drawing & Disbursing Officer

ANNEXURE III

Name of Division _____

TDS Schedule of Consultant for the Month of _____

S.No.	Name	PAN NUMBER	G.TOTAL	TDS @ 10%	Total TDS Amount

Division
Signature of SO/AO/Sr.AO

Drawing & Disbursing Officer