



ASSAM POWER DISTRIBUTION COMPANY LIMITED
Office of the Chief General Manager (F&A)
Bijulee Bhawan, Paltanbazar, Guwahati -781001
CIN-U40109AS2003SGC007242, Website: www.apdcl.org

No. APDCL/ACT/Estt./MISC/2011/142/pt./ 243

Dated: 07.12.2018

OFFICE ORDER

In order to facilitate timely disbursement of salary for the month of February, 2019 as well as to avoid last minute rush for tax assessment against salary of APDCL staff/officers, following approved guidelines have been formulated and approved.

- 1) All staff/officers of APDCL are hereby requested to submit enclosed ANN-1 [Pay drawn statement for FY 2018-19] as well as ANN-2 [Tax statement for the said period].
- 2) A person will be required to submit these two statements without any documents/receipts being annexed to.
- 3) Based on these statements [Last date of submission is 19/12/2018], respective DDOs would scrutinize the statements and arrive at a projected income tax figure.
- 4) The deductible amount of income tax would be [Total amount as arrived in Point 3 above minus amount of Income tax deducted so far] * 70%.
- 5) The Balance amount of 30% would be deducted from the salary of January/February, 2019 [After checking of all documents and the last date of submission of all supporting documents would be 05/02/2019]
- 6) It may please be noted that the DDOs would only verify submitted statements/documents and would not be requested to prepare either of ANN-1 or ANN-2. [Which should invariably be prepared by employee concerned]

Dy. General Manager (F&A), Estt.

Memo No. APDCL/ACT/Estt./MISC/2011/142/pt./ 243(a)

Dated: 07.12.2018

Copy to-

1. The PS to the Chairman, APDCL, Bijulee Bhawan, Ghy-1 for favour of kind information of the Chairman.
2. The PS to the MD, APDCL, Bijulee Bhawan, Ghy-1 for favour of kind information of the MD.
3. OSD to the Chairman, APDCL with a request to publish in APDCL Website.
4. The CGM (D & S), LAR/UAR/CAR, APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
5. The CGM (HQ), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
6. The CGM (Comm. & EE), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.

7. The CGM (RE), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
8. The CGM (PP&D), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
9. The CVO, APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
10. The CGM (HRA), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
11. The Nodal Officer, ERP, APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
12. The Nodal Officer, RAPDRP, APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
13. The Director (PMU), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
14. The CPM (PIU), APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
15. The CSO, APDCL, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
16. The Director (Training), APDCL, Narengi, Bijulee Bhawan, Ghy-1 for kind information and necessary action.
17. All GMs/DGMs/AGMs of all concerned Zone/Circle and Divisions, APDCL.
18. All AMAs/AOs Electrical Circles/Divisions for information & necessary action.
19. Office Copy.



Dy. General Manager (F&A), Estt.