

V.O.CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT

F.No.A-100/3/2018-PB

Dt ). -2-18

CIRCULAR NO: 21/2017-18

Sub: Recovery of Income Tax from the salary from April to  
March-Revised procedure -reg.

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At present, the Income Tax has been computed taking the salary of the Officers and Employees from March to February. However this method of computation is not as per the Income Tax rules and also has created a lot of calculation errors. Hence, it has been decided to revise the computation from the year 2018-19. Accordingly, the Income Tax for the year 2018-19 will be computed from the month of March 2018 to March 2019 (Totally for 13 months) and thereafter for the year 2019-2020 onwards, the Income Tax will be computed from the month of April to March. Salary of March 2019 shall be disbursed on the last working day of March 2019.

2. In view of the above changes, leave encashment will be admitted and paid upto February 2018 and again from April 2018. There will not be leave encashment payment for the month of March 2018. Thereafter, the leave encashment will be allowed from the month of April to March every year.

3. The revised procedure will come into force with immediate effect and brought to the notice of all the concerned for taking necessary action.

K.T. Rajan  
11/2/18  
for FINANCIAL ADVISER & CHIEF  
ACCOUNTS OFFICER

Distribution:

1. All Heads of Department/VOCPT
2. All Officers of Finance Department.
3. Sr.Deputy Director/EDP-with instruction to make necessary correction in SAP and ensure correct computation.
4. PA to CPT
5. PA to Dy CPT.