

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

No:- FE.98(01)/2009/GC/Pt./ 418

Dated: 29-9-14

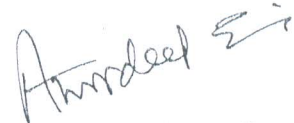
**F&E CIRCULAR NO. 16 /2014**

**Sub:- Streamlining the process of filing Income Tax Return.**

It has been brought to the notice of the Finance Member, DDA that the Income Tax Returns in r/o Zones get delayed due to following reasons:-

1. illegible PAN in some bills passed for payment by the Divisional Officers.
2. Sometimes correct Name, Designation and correct PAN are not mentioned by the DDO in the bills.

In this regard, all the Chief Engineers are requested to issue necessary instructions/directions to all EEs/DDOs for giving proper attention in this regard while passing the pay bills of the employees under their pay control. It may be ensured that the instructions are duly complied with strictly in order to avoid delay in filing Income Tax Returns and financial loss to the DDA on account of imposing penalty by Income Tax Department for delayed filing of returns.



[Amardeep Singh Chowdhary]  
Chief Accounts Officer

Copy to:-

1. All Chief Engineers;
2. Sr. A.O.(Estt.)-Gaz. & NG;
3. PAO(EW)/A.O.(PE) / A.O.(Sports);
4. A.O.(Estt.)-Housing ;



Sr. Accounts Officer(F&E)

D.D.A