

STEPS TO BE FOLLOWED BY CIRCLES (24Q RETURN)

F.Y. 2019-20

1. Corporate Office has shared the CONSO FILES OF 24Q of Q1, Q2 and Q3 in excel files.
2. Corporate Office has shared the Tentative Data OF 24Q Q4 ANNEXURE -I for Regular Employee. The payment made through **Info Type 9012** to Retired Employees are to be furnished by Respective Circles in Annexure-I.
3. In case of transfer of employee, Annexure II will be provided by the Circle in which the employee has got transferred. **Suppose if a person is transferred from Gujarat in June 2020 to Karnataka Circle than Karnataka Circle will provide the data in Annexure II for that employee.**
4. Circles will download the data of Annexure I from ERP through T-code **ZHINCF24Q_2020** after inputting payroll area without Perner numbers.
5. Circles will compare data of ERP (as per point no. 4) and Annexure I as filed by Corporate Office. (This step is necessary as in many cases double of Gross salary is reported to TDS Department).
(For example, In Gujarat Circle there is an errors in Quarter 1 of 24Q).
6. A correct data of Annexure I will be prepared by the Circles for all the quarters.
7. All the circles will download data of 24Q Annexure II from ERP.
The annexure II details are to be derived from the T-Code **ZHINCF24Q_2020** after inputting payroll area without Perner numbers. For this, First generate Annexure-I of Quarter – 4 from front end, after generation of report a Tab **“Salary and Tax Details”** will appear above, **“Deductee-wise break-up of TDS”** on clicking it details of Annexure- II will generate. Down load the same and save it in excel.
8. Circles will compare data of Annexure I and Annexure II in excel.
(Special emphasis has to be given in matching total gross salary of Annexure I and total gross salary of Annexure II as generated from ERP. Also Total TDS deposited should reconcile of Annexure I and Annexure II).
9. Circle will again update Annexure I if there are some errors based on Annexure II.
10. Circles will fill the data of Annexure II in Q4 Return sheet provided by Corporate Office. (All circles should validate Annexure II details in **RPU**).
11. Also Circles will provide details of data in Annexure II of Retired Employees strictly based on the details of Annexure I.
12. Circles will send both the details which needs to be updated in Annexure I and complete details of Annexure II.
13. Corporate Office will first revise 24 Q1, 24 Q2 and 24 Q3 based on the files given by Circles.