

INCOME TAX CALENDAR

Month	For Employees	For DDOs
January		<ol style="list-style-type: none"> 1 Deduct TDS and verify the BIN details in NSDL Website and match the amount. 2 File the Q3 TDS Statement , Govt/Aided Institutions before Jan 31 & Non Govt Institutions before Jan 15. 3 Verify processing status of Statement filed in NSDL Website.
February	<ol style="list-style-type: none"> 1 Prepare final 'Income Tax Statement' and submit it to DDO with proof of Deductions claimed. 	<ol style="list-style-type: none"> 1 Verify the Statement and check genuineness of Deductions claimed with proof and deduct final Tax payable. 2 Deduct TDS and verify BIN.
March	<ol style="list-style-type: none"> 1 Prepare 'Anticipatory Income Statement' for the next Financial year and submit it to DDO. 	<ol style="list-style-type: none"> 1 Verify the Statement and deduct the first instalment of TDS. 2 Verify Bin.
April		<ol style="list-style-type: none"> 1 Deduct TDS and Verify BIN. 2 File the Q4 TDS Statement , all institutions before May 15. 3 Verify the processing status of Statement in NSDL Website.
May	<ol style="list-style-type: none"> 1 Check the Form 16 Part A Issued by DDO and make sure that TDS for all months has shown in it. 	<ol style="list-style-type: none"> 1 Generate and download Form 16 (Part A) from TRACES, prepare Part B manually and submit to all deductees before May 31. 2 Deduct TDS and verify BIN.
June		<ol style="list-style-type: none"> 1 Deduct TDS and verify BIN.
July	<ol style="list-style-type: none"> 1 File the Income Tax Return for the Previous Year. 2 If Relief u/s 89 has claimed in last FY prepare and submit Form 10E in E Filing Portal before filing the Return. 	<ol style="list-style-type: none"> 1 File the Q1 TDS Statement, Govt/ Aided institutions before July 31 & Non Govt institutions before July 15. 2 Deduct TDS and verify BIN. 3 Verify the processing status of Statement in NSDL Website.
August		<ol style="list-style-type: none"> 1 Deduct TDS and verify BIN.
September		<ol style="list-style-type: none"> 1 Deduct TDS and verify BIN.
October		<ol style="list-style-type: none"> 1 Deduct TDS and verify BIN.
November	<ol style="list-style-type: none"> 1 Prepare a Fresh 'Anticipatory Income Statement' and change the monthly TDS if necessary. 	<ol style="list-style-type: none"> 1 Change the Instalment of TDS as shown in the fresh 'Anticipatory Income Statement'. 2 Verify BIN.
December		<ol style="list-style-type: none"> 1 Deduct TDS and verify BIN.

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