

MOST URGENT:

**Mission Director, Mission for Elimination of Poverty in
Municipal Areas, T.S. Hyderabad**

Lr No. Finance Section F1/2022-23/02 MEPMA, Dated: 30.12.2022

C I R C U L A R

Sub:- Finance Section – MEPMA TS, ALL District Project Directors & Govt staff Employees - Furnishing the Income Tax of each Individual monthly pay particulars for the financial year 2022-23 of each District wise to their particular Finance Section Regarding.

Ref: 1. *Lr No. Finance Section F1/2022-23/02 MEPMA, Dated: 29.11.2022*

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All the Government Staff of this unit officers Project Director, and Drawing and Disburse officer's (DDO) of MEPMA Office are well aware that **the Income Tax Particulars of GOVT Employees for the year 2022-2023** have to be furnished by each and every individual employee through concerned Project Director's & Drawing and Disburse officer's (DDO) who comes under Head's of Accounts 311 drawing their monthly pay and allowance, for the record of Income Tax Statement, on are before 20.01.2023, so as to deduct the tax applicable if any at source from the pay Bill. The same income tax particulars are awaited and take necessary action concerned of each respective District Project Director.

2. Therefore, all the Project Director's and Drawing and Disburse officer's(DDO) are requested to furnish their income tax particulars in prescribed Performa is enclosed to the concerned Govt staff i.e Project Director, Administrative officers, Accountants Senior & Junior Accounts etc. working under MEPMA Organization drawing their pay allowances shall submit to their office for the financial year 2022 -2023 on are Before 20.01.2023 duly attested by the Project Director of their District wise.


3. This may please be treated an important item of work.

Encl: Performa of Income particulars 2022-2023

To,
All the Project Director and Drawing Officers
MEPMA in the state

Copy to

The Finance Section of Head office MD MEPMA TS, Hyd for take necessary action in the matter.


FINANCE MANAGER
O/o the MEPMA, TS, Hyd.
Finance Manager
MEPMA-TS; Hyderabad