

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: 16.11.2022.**

**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.

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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, before **25<sup>th</sup> of November, 2022**, 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 particulars in prescribed Performa is enclosed of 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 25.11.2022** duly attested by the Project Director of their District wise.

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

  
**FINANCE MANEGE**  
O/o the MEPMA, TS, Hyd.

**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.

## STATEMENT SHOWING THE PAY DRAWN PARTICULARS FROM 3/2022 TO 2/2023.

For F.Y : 2022 - 2023.  
( Figure in Rupees)

NAME:

Designation:

E.Code No.

Sl. No	Period	Pay	F.P.A	Grade Pay	Spl. allowance	PRCA	Ts-Sp	D.A 17.290%	H.R.A 30% & 24%	C.C.A	Gross	G.P.F	CGG.I S	apgli	GPFL	P.Tax	L.I.C	I. Tax	E.W.F/ CM.RF	Total Deduction	Net Payable
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	Mar-22																				
2	Apr-22																				
3	May-22																				
4	Jun-22																				
5	Jul-22																				
6	Aug-22																				
8	Sep-22																				
9	Oct-22																				
10	Nov-22																				
11	Dec-22																				
12	Jan-23																				
13	Feb-23																				
14	Surrender of E.L (15/30 days)																				
15	D.A. difference & ect., 01.07.2021 to 31.12.2021( 6 - Months)																				
16	PRC- 2021 arrears from June-2021																				
	Grand Total:-																				