



छात्रावास प्रबंधन केंद्र
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Hall Management Centre
Indian Institute of Technology Kharagpur

Ref. No. IIT/HMC/TDS/Notice/2023/26

Date: 01.07.2023

Notice: Change in TDS Payment Procedure

This is to inform you that a new TDS Account has been opened at the State Bank of India for the collection of monthly TDS amounts from all the Halls under Hall Management Centre. This change in procedure has been implemented to streamline the TDS payment process and ensure efficient handling of tax-related matters.

Henceforth, we kindly request you to follow the updated TDS payment procedure detailed below:

1. Please refrain from sending TDS cheques to the HMC office.
2. Instead, deposit the monthly TDS amount into the newly opened named "HMC - TDS Income Tax" Bank Account (A/c No. 41974322899, IFSC: SBIN0000202) through the RTGS/NEFT mode of payment.
3. The TDS amount should be deposited by the 4th of every month.
4. The necessary details for the RTGS/NEFT payment can be found in the **attached format**.

Additionally, we would like to bring to your attention that the HMC office will deposit all the TDS amounts collected in the aforementioned Bank Account to the Income Tax department by the 7th of every month.

To ensure proper documentation, we kindly request you to send a copy of the RTGS/NEFT transaction details, along with the monthly TDS information, to the HMC office by the 4th of every month. The attached format provides the required details for submission.

To facilitate a smooth transition to the new procedure, we request the wardens of the respective halls to circulate and notify the new Bank Account Number and other relevant details to all the Hall Auditor/Accountant/Dealing Assistant within their jurisdiction. It is crucial that everyone involved in the TDS payment process is aware of the changes and follows the updated procedure.

For further clarification regarding the revised TDS payment procedure, please do not hesitate to contact the HMC office (Mr. V Krishna Rao at 9083008116).

We appreciate your cooperation in implementing this change and ensuring timely and accurate TDS payment.


Chairman, HMC

To,

1. Wardens / Asst. Wardens all Halls of Residence.
2. Auditor/Accountant/Dealing Assistant all Halls of Residence.
3. HMC Website.

HALL MANAGEMENT CENTRE

IIT Kharagpur

Date :

Format of TDS_IT

Name of the Hall :

Sl No.	Exact Date of payment to Vendor	Vendor Name & PAN	Bill Amount	Percentage of TDS	TDS Amount	TDS Tr. To HMC A/c	
						RTGS No.	RTGS Dt

Dealing Assistant

Authorized Signatory

To
Chaiman,
HMC, IIT Kharagpur