

HIMACHAL ROAD TRANSPORT CORPORATION, SHIMLA-171003
No: HO: Tax-Misc(Instruction) -2010-11

To

Personal Attention

All the Unit officer, in
Himachal Road Transport Corporation,

Dated: Shimla-03 the 03-12-2014

Subject Filing of Income Tax and Service Tax Return - maintenance of
record thereof.

Memo,

As you are well aware that it is the entire responsibility of the Drawing and Disbursing officer to collect and deposit the taxes which are liable under the law and file the return timely. But during the course of filing the Income Tax Return it has been observed that few unit(s) officer are not filing Service Tax/Income Tax Return. The non-filing and late filing of Income Tax and Service Tax return may attract penalty as per the provision of the Act.

You are, therefore, again directed to ensure that both Income Tax as well as Service Tax Return are filed within stipulated period and record thereof be maintain separately.

Any laxity in this respect shall be your personal responsibility.


Managing Director,
Himachal Road Transport Corporation,
Shimla-171003

Copy to:-

1. The Divisional Manager, HRTC, Shimla/Mandi/Hamirpur/Dharamsala for favour of information and necessary action please.


Managing Director,
Himachal Road Transport Corporation,
Shimla-171003