



## RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.

( AN ISO 9001-2008 CERTIFIED COMPANY )

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

OFFICE OF THE SUPERINTENDING ENGINEER (MIS)

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No. RVPN/SE(MIS)/XEN(MIS)/AEN/D 1026

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### **NOTICE REGARDING ACTUAL ONLINE INCOME TAX DECLARATION IN ESS PORTAL FOR FY 2017-18**

**Proposed Income Tax declaration for the FY 2017-18** has been made by all Officers, JENs, Ministerial staff and Accounts staff except Technical Workmen and Class IV through ESS facility of SAP-ERP. For Tech. Workmen and Class IV employees, Income Tax declarations have to be entered in ECC by Payroll admins.

Now as this FY is about to closed **Actual income tax declaration is required to be made through** ESS. Therefore this facility of making actual declaration has been activated in ESS.

- **Online actual Income Tax declaration may be made** by all Officers, JENs, Ministerial staff and Accounts staff except Technical Workmen and Class IV through ESS facility of SAP and proof of actual savings in hard copy be sent to the payroll admin.
- Employee who do not ESS facility should send Actual Income Tax declaration memo to payroll admin and payroll admin are advised to update the declaration as per received document and actual proof of saving in ECC in PA 30.
- Actual Income Tax declaration through ESS for FY 2017-18 shall remain **OPEN from 1<sup>st</sup> to 19<sup>th</sup> of every month** till March 2018. As payroll processing starts from 20<sup>th</sup> of every month, therefore, declaration made in the month shall be reflected in ECC for those who declared by 19<sup>th</sup> of the month.
- **All payroll admins are advised to tick the check box option in PA30 on confirmation of the declarations made in ESS with respect to the hard copies provided.**
- It may please be noted by all ESS users that Actual Income tax declaration link shall be deactivated on **19th March 2018**, thereafter users will not be able to make entries through ESS and have to provide details to Payroll admin for making entries through ECC.

2-0-2017  
Superintending Engineer (MIS&IT)  
RVPN, JAIPUR