



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

Regd Office Vidyut Bhawan, Jan Path, Jaipur - 302005

Website : energy.rajasthan.gov.in/rvpn

No.RVPN/SE(MIS)/XEN(MIS)/ F. / D. 1319

dt. 9.02.2018

REMINDER NOTICE

“Online Income Tax Declaration (FY 2017-18)

on ESS portal of SAP-ERP”

In continuation to the order no. 1026 dated 07.12.2017, issued by SE(MIS & IT), RVPN regarding Actual online declaration of Income Tax. Following instructions are to be followed regarding Actual declaration of Income Tax Tax (FY 2017-18):

1. For ESS Users:-

It is to intimate that online Actual declaration of Income Tax (FY 2017-18) through ESS portal and Original documents to Payroll admins must be submitted by 15th Feb 2018 positively, **thereafter Actual declarations will be considered for Income Tax deduction in payroll and Proposed declaration will be replaced with zero amount.**

Note: Online actual declaration is one time activity and new declarations are to be made. If any corrections are required after submitting then contact your Payroll Admin.

2. For Technical Workmen and Class IV:-

These users must submit Income Tax Calculation Memo (FY 2017-18) alongwith Original documents to respective Payroll Admins by 15th of Feb 2018.

3. For Payroll Admins:-

Payroll Admins must enter the details of Income Tax savings of Technical Workmen and Class IV employees in SAP system alongwith Check mark on Considering Actual Declaration (in PA30) by 20th Feb 2018 after matching with Original documents.

Handwritten signature/initials

For ESS users i.e. Officers, JENs, Ministerial Admin and Accounts, Payroll Admins must tick Check mark on Considering Actual Declaration (in PA30) by 20th Feb 2018 after matching with Original documents.

Note:

Employees may Check its declarations through report generated in SAP after salary processing through following steps :

(Please note that this report for FY 2017-18 is only to check your declarations and Gross income not for the purpose of Income Tax return Filing)

Step 1 : Login in ECC-SAP through Office ID

Step 2: Execute T-code PC00_M40_F16.

Step 3: Enter Empcode and TAN no in Selection screen (TAN no may be taken from PA20/30 in Personal Ids) and execute.

Step 4: Select record and click on Print form.

Step 5: Enter pdf in output device and Click on Print Preview, then PDF report of Form 16 will be generated.

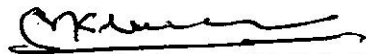


(M.K. Saxena) 09/2/18

Superintending Engineer (MIS & IT)
RVPN, JAIPUR

Copy to the following for kind information and needful:-

1. The Chief Engineer (IT), RVPN, Jaipur
2. The Secretary (Admin), RVPN, Jaipur
3. The TA to CMD, RVPN, Jaipur,
4. The TA to Director(Tech/Op./Fin.), RVPN, Jaipur



Superintending Engineer (MIS & IT)
RVPN, JAIPUR