

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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From

Shri J.K. Mohapatra, IAS
Additional Chief Secretary to Govt.

To

**Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
Secretary to all Departments of Government/
All Heads of Department**

Sub: **Operational procedure for e-Filing of TDS by the Drawing and Disbursing Officers (DDOs).**

Sir,

I am directed to say that the CBDT circular issued by the Central Board of Direct Taxes stipulate that all deductors i.e. the authorities deducting the Tax (employers in case of salary income) are required to file quarterly statement of Tax Deduction at Source (TDS) in Form-24Q. It is now mandatory for all Government deductors to file the quarterly statement in Form-24Q in electronic format. In case of delay in filing of the return, penalty is liveable as per the provisions of the Income Tax Act and Rules framed thereunder.

2. At present most of the DDOs of the State Government Establishments are filing the quarterly return in Form-24Q, 26Q & 27Q mostly with the help of Tax Returns Preparation Centres (TRPC) or the TIN Facilitation Centres. The DDOs are submitting the calculation sheets and manually prepared certificate of deductions of Income Tax at source in Form 16 to the TIN Facilitation Centres or the TRPC who file the quarterly returns on behalf of the DDO in the authorized portal of Income Tax Department available at www.incometaxindia.gov.in or <https://www.tin-nsdl.com> on payment of service charges.

3. The above process suffers from the following short comings.

i. The TIN Facilitation Centres or TRPC, at times, do not file the returns in time for which the DDOs are penalized.

ii. Heavy penalties have been imposed on the DDOs which are either to be borne by the Government or may have to be recovered from the DDOs in case of negligence to file return in time.

iii. There are instances of data entry errors at the level of TRPC or TIN Facilitation Centre from the manually prepared Form 16 statements for which the taxpayers do not get the credit of the tax paid on their behalf. There is no scope on the part of the DDOs to rectify the return filed through TRPC/TIN Facilitation Centre. Hence, their claim for refund is not processed in time by the Income Tax Department.

iv. Duplication of the data entry work from the Form 16 at the end of the Tin Facilitation Centres which is also not error free.

4. In order to overcome the above difficulties, it has been decided that the DDOs would henceforward be required to file the quarterly returns electronically by using Digital Signature Certificate (DSC) directly in the website of NSDL at <https://www.tin-nsdl.com>. The DDOs of Finance Department and Directorate of Treasuries have been filing quarterly returns using the DSC. The detail operational procedure for filing the electronic returns with Digital Signature by the DDOs is given in Annexure-I. In case of difficulty they can seek the advice or handholding support from the nearest TIN Facilitation Centre on payment of service charges which may be met out of the provision available under the detailed head - "*08001-Office Expenses*" and object head - "*506-Other Contingencies*". Similarly the cost of obtaining Digital Signature Certificate and cost of uploading the e-TDS in the NSDL portal, of any is to be met out of the said provision.

5. Necessary instructions may be issued to the DDOs under your jurisdiction to complete the process of procurement of the DSC by August, 2013 so as to file e-TDS returns for the 2nd quarter of the current financial year by using their Digital Signature Certificate in the NSDL portal.

Yours faithfully

Sd/-
(J.K. Mohapatra)
Additional Chief Secretary to Government

Operational Procedure

Pre-requisites for Online filing of e-TDS:

The DDOs who possess a valid reformatted 10 digit TAN No. can upload the electronic statement containing the e- TDS returns in 24Q, 26Q and 27Q in the authorized website of National Security Depository Limited (NSDL).

The DDOs have to register themselves online as an organization in the NSDL portal.

The DDOs need to have Digital Signature Certificate (DSC) in the category of Class-I or Class-III from any of the Certifying Authority specified by the NSDL.

Procedure for obtaining the Digital Signature Certificate (DSC):

The DCS can be procured from the Certifying Authorities (CA) / Sub-Certifying Authorities. The list of such Certifying Authorities as recommended by NSDL in their portal are as follows:

Tata Consultancy Services (TCS)

Institute of Development & Research in Banking Technology (IDRBT)
Safes crypt Mahanagar Telephone Nigam Limited (MTNL) e-Mudhra (n) Code Solutions

Apart from the above Certifying Authorities, the DDOs can also obtain DSC from National informatics Centre (NIC).

Process of obtaining the DSC:

To obtain the DSC, the DDOs have to download the application request form from the website of the respective Certifying Authorities.

Two recent Passport photograph have to be pasted in the application form and all the particulars are to be filled up in the form as required.

The form is to be submitted in duplicate. The DSC specification of the Government Offices are as follows:

Class of Certificate Required: Class 11
Certificate Type : Individual (Signing)
Certificate Validity : as mentioned in the application form

Once the particulars are filled up, the form has to be forwarded by the Head of Office of the respective DDOs to the Certifying Authority.

The form has to be submitted along with the draft or cheque towards the cost of the media or otherwise as would be required by the Certifying Authority.

For the convenience of the DDOs, the indicative charges for supplying the DSC by different Certifying Authorities is enclosed in the Annexure-II.

The charges will include the cost of medium (a UBS token which is a onetime cost), the cost of issuance of DSC and the renewal cost after the period of validity. The DDOs required to obtain DSCs are free to procure the same from anyone of the approved Certification Agencies as per the web site. The issuance costs in respect of each Agency vary and are market driven.

Process of Installation & Activation of DSC:

1. The user ID and Password to be used by the DDOs and installation and operation of DSC is clearly communicated through the e-mail address mentioned in the application form. The DDOs are therefore supposed have their E-mail address and mention the same in the request application form to obtain the DSC.

The public key is to be downloaded from the portal of the Certifying Authorities.

For initialization of the USB media and downloading the public key from the Certifying Authority website; the DDO applicant will log into the authorized website by using the user ID and Password receive by him in his mail and change the password. DDO will have to initialize the media (USB I-Key) or CD and download the public key from the site into the media.

In this process the user may also take the help of the authorized representative of the Certifying Authority in writing the public key into the media. The help of the District Information Officer may also be taken for writing the public key in the media.

Once the public key is written successfully in the media, the Certifying Authority will provide the private key (of the key pair) for download as per their prescribed procedure.

The applicant will also receive an activation key in his e-mail as mentioned in the application form.

On receipt of the activation key, the applicant may write the private key in the same media where the public key is written earlier.

This has to be carried out from the same computer where the public key is burnt earlier. Once the private key is burnt successfully, the DSC will become active for use by the applicant.

For obtaining DSC, the DDOs and Head of Offices may take the help of the District Information Officers of NIC available in each District of the State or from any Registered Certifying Authority who will provide technical support and guidance.

Since the DSC will be in the name of the Drawing & Disbursing Officer, once the Drawing & Disbursing Officer is transferred from one office to another or a new Drawing & Disbursing Officer is posted, another DSC in the name of the new DDO has to be obtained. The DSC of the Drawing & Disbursing Officer can be used by him in his new place of posting.

Process of Registration:

Registration Procedure in the NSDL Portal:

The DDOs have to register their office in the NSDL portal for online filing of the e- TDS. For registering in the NSDL portal, the following details have to be provided.

Organization Details (name of the organization, TAN of the organization, category of the Organization (Company, Firm, Individual)), contact details (address, telephone number, email), Digital Signature Certificate (DSC) Details (name of the Certifying Authority, class of DSC, DSC serial number). An authorization letter from the Head of Office should be provided to NSDL in the official letter head of the office.

Physical application shall not be accepted. Online application should be filled and submit.

If the data submitted fails in any validation, a response indicating the error(s) will be displayed on the screen of the NSDL's registration module. The DDO shall rectify the error(s) and re-submit the registration form again

to the NSDL. On confirmation of the details, the DDO will sign the registration with the DSC whose details have already been provided during the course of registration. On successful registration, a 12-digit acknowledgement number will be displayed.

Payment:

The DDOs will have to make a payment of Rs.1,000/- (advance amount deposited for electronic statement upload charges) at the time of registration or any other amount as prescribed by NSDL. For the time being, it is being provided free cost. Payment can be made either by Demand Draft or Cheque. Demand Draft/Cheque shall be in favour of "NSDL-TIN".

Name of the organization, TAN of the organization and the acknowledgement number should be mentioned on the reverse of the Demand Draft/Cheque.

5. Demand Draft shall be payable at Mumbai (to be sent to NSDL). Drawing & Disbursing Officer shall select appropriate mode of payment and fill relevant details during registration.

Authorization of Registration:

NSDL will authorize the registration on realization of payment, successful verification of TAN details (details mentioned in registration with TAN master), DSC details, and receipt of authorization letter from the Head of Office, in case the DSC is in the name of an employee of the organization.

Registration Status Check:

1. The Drawing & Disbursing Officer can enquire the status of its registration on the basis of its TAN and acknowledgement number. On successful registration a screen displaying status as accepted along-with a organization ID and an Admin User ID will be displayed, if registration is rejected status displayed will be rejected. In case the registration is rejected an email communicating the reason for objection of the registration will be sent in the DDO's official email.

Account Management by Drawing & Disbursing Officer:

The registered office of the DDO will be identified by the TIN central system on the basis of the organization ID allotted to them. The registered organization will have an administrator ID, the administrator ID will not have any upload rights. The functionalities of the Administrator ID are as follows:

Creation of new users:

With Administrator ID, new users can be created using either DSC with which the organization has registered or a new DSC. In case a new user associated with a new DSC, then the DSC will have to be authorized by NSDL so that the user shall be able to log into the TIN central system with the DSC. It is recommended that different DSCs can be used by Administrator and other users. The DSC should be password protected and preferably stored on a smart card. Users created by Administrator will have rights to upload electronic statements and view upload details.

Renewal/Updation of Digital Signature Certificate (DSC): When the office of the DDO wants to change the DSC, he is required to put up a request for renewal of updation of DSC with NSDL. The following documents are requisite for renewal/updation of Digital Signature Certificate (DSC):

Authority Letter

Cover Letter

Screen Shots of new DSC

Note: **Go to Internet explorer-Tools-Internet Options-Contents Certificates-Personal Tab (and view certificate) then take below screen shots.**

General Tab

Details Tab - Serial Number

Details Tab - Authority Key Identifier

All these documents should be sent to NSDL.

Upload Charges:

For uploading the electronic statements (e-TDS/TCS) in the NSDL portal online, the NSDL will take service charge as per their declared charge structure or as may be prescribed from time to time.

Process of preparation of electronic statement & up loading of e- TDS :

Preparation of Electronic Statements: The DDOs are already preparing electronic statements as per the data structure prescribed by the Income Tax Department for filing the returns through the TIN Facilitation Centres. In case of online filing, the same electronic statements will have to be prepared by the DDOs for filing returns in 24Q, 26Q and 27Q.

File Validation Utility:

After electronic statements are prepared in the approved data structure, the DDOs have to verify the statement through the latest version of File Validation Utility (FVU) provided by the NSDL which is available in the website of NSDL can be freely downloaded from <https://www.tin-nsdl.com>. In case of any error detected at the time of processing, the File Validation Utility, the statements have to be modified and errors have to be fixed by the DDO for successful generation of the file to be uploaded.

Uploading Procedure:

The DDOs will login to the TIN Central System by using their DSC. On authentication of the DSC, DDO shall get access to the online upload system.

After successful login, the user will select "File Upload" from the main menu and upload the electronic statement online to the TIN Central System. Subsequently, the electronic statement can be uploaded and file reference number will be generated.

Once the DSC authentication is successful, the upload file will be accepted by the TIN Central System.

File Update Status:

After uploading the electronic files successfully, the DDOs can view the status of the uploaded file by selecting the "File Status" from main menu.

In case of an accepted electronic statement, a provisional receipt will be generated which will contain provisional receipt number and also indicate the number of missing/invalid PANs. The DDO can view/print the provisional receipt.

The DDOs using the online upload are not required to submit Form 27-A, CD/floppy for accepted electronic statements to TIN Facilitating Centre or NSDL.

DDO not able to upload online :

In case, the DDO is not able to upload the electronic statement by using the online upload to the TIN Central System, it may submit the same at any of the TIN Facilitation Centres by following the prescribed procedure for furnishing of e- TDS statements.

Technical Support and Handholding Support :

In the initial stage, the DDOs may require technical guidance and handholding support from the Authorized Professional Agencies. In this regard, it may be stated that the DDOs can take the service of the Authorized TIN Facilitation Centre of NSDL on payment of service charges. However, as the DDOs would start learning the process of electronic filing of e- TDS returns, the support of the TIN Facilitation Centres may not be required after few occasions. The DDOs may also contact and consult the District Information Officers for matters relating to procurement and installation of the DSC.

Annexure – II

Price for Issuance of Class-II Digital Signature at the Consumer End

Sl. No.	Name of Certification Agency (CA)	Cost of USB Crypto token	Cost of DSC with one year validity	Renewal charges for DSC with one year validity	Cost of DSC with two year validity	Support charges
1.	MTNL CA	Reference of USB crypto token which the user can procure is provided on www.mtnltrustline.com	Rs. 300/- (for MTNL phone subscribe) and Rs.450/- for others (Taxes Extra)	Rs. 300/- (for MTNL phone subscriber and Rs.450/- for others (Taxes Extra)	Rs. 400/- (for MTNL phone subscriber) and Rs. 600/- for others (Taxes Extra)	Inclusive
2.	TCS	Rs. 750/- (Inclusive of 4% Sales Tax). Any other applicable Taxes Extra.	Rs.1245/- (Inclusive of 12.24% Sales Tax) Any other Applicable Taxes Extra.	Rs.1000/- (Inclusive of 12.24% Sales Tax) Any other Applicable Taxes Extra.	Rs.1900/- (Inclusive of 12.24% Sales Tax) Any other Applicable Taxes Extra.	Not Provided by CA
3.	IDBRT	Not provided by the CA. The user can procure the token from market directly and get his DSC loaded into it.	Rs.750/- (Rs.500/- towards administrative expenses and Rs.250/- for Certificate)	Rs. 750/-	Rs.1500/-	Inclusive
4.	SAFE SCRYPT (SATYAM)	Rs. 1000/- Taxes extra	Rs.995/- (No service tax applicable)	Rs.995/- (No service tax applicable)	Rs.1650/- (No service tax applicable)	Rs.500/- per site visit payable directly to the Authorised Partner
5.	n-CODE Solution	Rs. 900/- (Inclusive of VAT / Sales Tax)	Rs.1090/- (No service tax applicable)	Not Finalised	Rs.1650/- (No service tax applicable)	Inclusive
6.	NICE	Certificate provided in Smart card. Cost of Card Rs.400/-. For DSCs on USB token, the subscribers have to bring NICC approved USB token	All certificates provided with 2 years validity	NIL	NIL for Government Rs.150/- for PSU, Autonomous & Statutory Bodies	Training Charges : Rs. 500/- per participant (optional)
7.	Central Excise & Customs	Does not issue DSCs to person other than those from the Department				

Sl. No.	Name of Certification Agency (CA)	Cost of USB Crypto token	Cost of DSC with one year validity	Renewal charges for DSC with one year validity	Cost of DSC with two year validity	Support charges
8.	e-Mudhra (3i Infotech Consumer Services Limited)	Rs.700/- Exclusive of VAT / Sales Tax/ Courier Charges	Rs. 899 Service tax not applicable	Rs. 899 Service tax not applicable	Rs. 1149 Service tax not applicable	Inclusive of Telephonic or Web support

Source : www.mca.gov.in/MCA21/dca/dsc/certifying-new.html