

Income Tax Deduction for Family Pensioners

1. Introduction

For deducting Income Tax for Family pensioners, certain changes are done in SAMPANN. Also the Income tax deducted will be shown in related reports.

2. Process of Income Tax deduction

NOTE: For deducting income Tax for family pensioner, his/ her PAN **should be available** in SAMPANN. If PAN is not available in SAMPANN, CCA office should provide PAN to the CPMS Helpdesk for updation in SAMPANN.

DH PDA should login using his/ her credentials in SAMPANN. He should enter the monthly Income Tax amount which is to be deducted for family pensioner. Health and education cess will be calculated automatically based on Income tax amount (Fig.01). DH PDA should then send the monthly pension bill for approval to AAO PDA and further to AO PDA. AO PDA should send the bill to PFMS for payment.

After successful payment of monthly bills, the Income Tax deducted for family pensioners will be shown in given reports.

Monthly Bill Generation For Family Pension (IDA)

Tax Percentage : 0% Financial year : 2021-22
Month : July

Reset

0418

Pensioner Name	PPO Number	IFSC Code/ SOL No.	Account No.	Basic Pension	DR Rate	Annuar Amount	Total Amount Payable	L.Tax	Health and Education Cess	Recovery	Net Payable Amount
Mrs. SUNITA SONU HOODA	802021019208418	SBIN0001183	34756229998	2250		0		100	4.00	Recovery	NaN

Showing 1 to 1 of 1 entries (filtered from 11 total entries)

First Previous 1 Next Last

Save & Send for AAO Approval

(Fig.01)

2.1 Month wise Income Tax Payment Report

To view Month wise Income Tax Payment Report for Family Pensioner- go to **Report** → **Income Tax Payment Report**. Select Financial Year, **Month wise search**, Enter From Date and To Date. Now click on the Search button.

Here Month Wise Income Tax Deducted will be shown as shown in (Fig.02)

Income Tax Payment Report

Office Name: CCA - Bihar Telecom Circle Year: 2021-22

From Date: 01/06/2021 To Date: 30/06/2021

Search: []

Pensioner Name	PPO Number	Pan No	Bill Generation Date	Date Of Payment	Amount Paid	TDS	Surcharge	Education Cess	Any Other Cess	Total Tax Deducted	Date Of Deduction
KAMLA	802018106100230	BPEPK2563M	23/06/2021		30464	2000.00	0.0	80.00	0.0	2080.00	23/06/2021
SUNITA SONU HOODA	802021019208418	ATUPS8956G	23/06/2021		5848	100.00	0.0	4.00	0.0	104.00	23/06/2021

Showing 1 to 2 of 2 entries

(Fig.02)

2.2 Quarter wise Income Tax Payment Report

To view Quarter wise Income Tax Payment Report for Family Pensioner- go to **Report** → **Income Tax Payment Report**. Select Financial Year, **Quarter wise search**, select the Quarter. Now click on the Search button.

Here Quarter Wise Income Tax Deducted will be shown as shown in (Fig.03)

Income Tax Payment Report

Office Name: CCA - Bihar Telecom Circle Year: 2021-22

Month: Q2 (April-Jun)

Search: []

Pensioner Name	PPO Number	Pan No	Bill Generation Date	Date Of Payment	Amount Paid	TDS	Surcharge	Education Cess	Any Other Cess	Total Tax Deducted	Date Of Deduction
KAMLA	802018106100230	BPEPK2563M	23/06/2021		30464	2000.00	0.0	80.00	0.0	2080.00	23/06/2021
SUNITA SONU HOODA	802021019208418	ATUPS8956G	23/06/2021		5848	100.00	0.0	4.00	0.0	104.00	23/06/2021

Showing 1 to 2 of 2 entries

(Fig.03)

2.3 Monthly Tax Payment Report

To view Consolidated Monthly Tax Payment Report - go to **Report** → **Monthly Tax Payment Report**. Select Financial Year and month. Now click on the Search button.

Here Consolidated Monthly Tax Payment Report will be shown as shown in (Fig.04)

The screenshot shows the CPMS interface with the 'Monthly Tax Deducted' report. The report is filtered by Office Name: CCA - Bihar Telecom Circle, Month: June, and Year: 2021-22. The table displays the following data:

CCA Office Name	Month	Year	Tax Amount Deducted	Cess	Total Tax Amount Deducted
CCA - Bihar Telecom Circle	June	2021-22	2100	84.00	2184.00

Showing 1 to 1 of 1 entries

(Fig.04)

3. Process of Income Tax deduction in Supplementary Bills for Family Pensioners

To generate Supplementary Bill for Family Pensioner with Income Tax- DH PDA should go to **Supplementary Bills** → **Generate Bills**. Now enter PPO No. of the Family Pensioner and then click on the search button. Here, DH PDA can fill the Income Tax for Family Pensioners as shown in (Fig.05). Cess will be calculated automatically based on I.T. amount.

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Generate Supplementary Bills

Enter PPO Number *

Name Of Retiree: RAM S TOMAR Vendor Code: DOT00036434
 PAN: ATUPS8956G Account No.: 34756229998
 IFSC: SBIN0001183 Pay Commission: 2nd PRC
 Claimant Name: SUNITA SONU HOODA Claimant PAN: ATUPS8956G

Select Payment Type *

Gross Amount * Income Tax :
 Cess: Recovery :
 Net Amount Remarks *

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(Fig.05)

IT and cess amount will be visible at- **DH PDA- Supplementary Bills- View Bills.** (Fig. 06)

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Supplementary Bills generated by Dealing Hand

Select DA Type * Select Payment Type *
 Bill Type

Show entries Search:

	PPO Number	Pensioner / Claimant Name	Payment Type	Vendor Code	Account No.	IFSC	Gross Amount	Tax	Cess	Recovery	Net Amount	Remarks	Action
<input type="checkbox"/>	802021019208418	SUNITA SONU HOODA	Family Pension	DOT00036434	34756229998	SBIN0001183	25000	2000	80	0	22920	June-21 Monthly Pension	

Total number of record 1

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(Fig.06)

Tax deducted in Supplementary Bills will be account for in the reports mentioned in Section 2.