

PRASAR BHARATI  
(Public Service Broadcaster)  
Prasar Bharati Secretariat  
(Budget and Accounts)  
6<sup>th</sup> floor, Prasar Bharati House,  
Copernicus Marg, New Delhi-110001

No.PB-7(14)(1)/2019-20/FIN/GST (PT. FILE-2) 3335-5 Dated .11.2019

2.12.2019

**Subject: Regular compliances to be ensured by all DDOs.**

The Government of India has prescribed various dates for ensuring the statutory compliances by all DDOs responsible for various deductions from disbursement of various payments. In order to ensure such compliances, all the DDOs must adhere to the statutory dates and also maintain some important records including that of retiring employees, a check list has been prepared for the convenience of DDOs. All the DDOs are requested to keep it handy on their tables and ensure that all the compliances are met on or before due dates. Month-wise records for the same may also be maintained. This would also help Prasar Bharati to maintain its accounts efficiently and preparation of annual accounts by due date. All the DDOs may send the copy of this check list duly filled and signed to respective Directorates by the following month to which it pertains.

ADG (Admin) AIR, ADG (Admin) Doordarshan, ADG (Archives), ADG (NABM) and DDG (Sports) are requested to ensure that the above checklist is circulated among all DDOs and they meet the requirement of ensuring compliances as per the check list within the date mentioned against each item. All stations may also be asked to submit the check lists duly filled and signed by DDOs and HoOs by the following month and all these are compiled and kept ready by the Directorates, NABM, Central Archives and PB Sports for producing as and when required by Prasar Bharati..

This is issued with the approval of Member (Fin).

  
2.12.2019  
**(C. K. Jain)**  
**DDG (Finance)**

Encl. check list of regular compliances

**Copy for information and necessary action to:**

1. E-n-c, AIR/ DD
2. ADG (Fin.), DG: DD/ DG: AIR, for information.
3. ADG (A), DG: DD/ ADG(A), DG: AIR
4. ADG (B&R), PB, PB Sectt.
5. CE (Civil), Soochna Bhawan
6. DDG (Fin.), DG: DD/ DG: AIR, for information.
7. DDG (Comm.), DG: DD/ DG: AIR.
8. All SNOS/ HoO of DG: DD/ DG: AIR
9. All DDOs of DG: DD/ DG: AIR for necessary action.
10. DDG (Technical) w.r.t. arranging to upload it on the website of PB.

**Copy for information to:**

1. SO to CEO.
2. PS to Member (Fin.)



**Check list of regular monthly compliances to be ensured by all DDOs.**

**Name of the Station:**

**Month:**

<b>S. No.</b>	<b>Particulars</b>	<b>Due Date in the following month</b>	<b>Actual execution date</b>	<b>Reasons if not executed by the due date</b>
1	Remittance of GPF contribution. (As per rule 11(3) of GPF, interest will be allowed if credit is received by 14th of the following month.)	14 <sup>th</sup>		
2	Remittance of NPS Amount. (NPS Amount should generally be remitted in the same month but latest by 7th of the following month)	7 <sup>th</sup>		
3	Income Tax TDS (It should be paid to Income Tax Department through appropriate Challan).	7 <sup>th</sup>		
4	Filing of Income Tax (TDS) quarterly returns by the DDO. (It should be filed by the last day of the following month of quarter.)	last day of following month		
5	GST TDS recovered from payment made to Supplier up to 25 <sup>th</sup> of a month	28 <sup>th</sup> of the month		
	Sending of challan by Nodal Officer to DDO	Last day of the month		
	Copy of paid challan by DDO to Nodal Officer	3 <sup>rd</sup> of the following month		
	Filing of GST TDS return by Nodal Officer	10 <sup>th</sup>		
6	Up-loading of Receipt and Payment Accounts in EMS	15 <sup>th</sup>		
7	Bank Reconciliations of each bank account.	10 <sup>th</sup>		
8	Uploading of IURRP for all inter-unit remittances	On daily basis		
9	GST			
	GSTR 1 Outward Supply invoices information (to be sent to nodal officer and uploading on Bolton)	5 <sup>th</sup>		
	GSTR3B- Inward Supply data for claiming Input Tax Credit (ITC) (to be sent to nodal officer and uploading on Bolton)	15 <sup>th</sup>		
	Nodal officer will file the returns by 11th and 20th and DDO will remit the amount before	20 <sup>th</sup>		

	filing of return on 20th			
10	Processing of Salary of all employees in CAS	25 <sup>th</sup>		
11	List of Employees retiring between 12 month to 15 months on 1 <sup>st</sup> January, 1 <sup>st</sup> April, 1 <sup>st</sup> July and 1 <sup>st</sup> September	1 <sup>st</sup> of the respective quarter		
12	Verification of Qualifying Service after completion of 18 year of service or within five year of retirement			
13	Fund Demand on EMS	15 <sup>th</sup>		
14	Monthly Expenditure Report	7 <sup>th</sup>		

In addition to the above, all the DDOs should also report settlement of Audit para at the end of every quarter i.e. 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January as mentioned below:

1. Number of outstanding para at the beginning of the quarter
2. Number of para settled during the quarter
3. Number of para outstanding at the end of the quarter

Signature of the DDO  
Name:  
Designation  
Date:  
(Name of the Station)

Signature of HoO  
Name:  
Designation  
Date:  
(Name of the Station)

