

Government of India
Ministry of Finance
O/o the Controller General of Accounts
Mahalekha Niyantarak Bhawan,
IT Division, New Delhi

No. I-88001/1/2020-ITD-CGA/201-240

Dated: 25.02.2020

Office Memorandum

Sub: Income Tax Functionality available in Employee Login under EIS – reg.

Employee Information System (EIS) is a centralized, Integrated (with PFMS) Web based System/ Package for Personnel Information and Payroll. It provides comprehensive structural facilities for Drawing and Disbursing Offices working for different Departments/Ministries of the Government of India.

Since its inception in August, 2016, new functionalities are being added in EIS from time to time due to updation in Government Rules/Orders as well as per specific requirement requested by DDO based on rules. Subsequently, Income Tax Module under EIS has also been developed and being utilized by DDOs for calculation of Income Tax with projection of emoluments/deduction, entry of savings for employees, generation of Form 16 Part (B), generation of Quarterly Return Text File etc.

In successive development in EIS under Income Tax Module, new functionalities have been developed at Employee Login for online submission of saving details for Income Tax Estimation/Calculation. The employee can update their Saving Details, view the tax calculation/estimation report as per details saved by them as well as updated by DDOs. The employee can further submit details of his/her saving online to the DDO through their login. The necessary procedure is enclosed herewith for reference.

DDO's are advised herewith to instruct/educate their employee's for submitting Income Tax Saving details online through their login for calculating month-wise proportionate deduction of Income Tax from salary.



(Anupam Raj)

Asstt. Controller General of Accounts

To
All Pr.CCAs/CCAs/CAs(IC)

Copy to:
All Civil DDO's/PAO's of Ministry and Department, Govt. of India
are requested to guide the employees accordingly.

Income Tax Functionality in Employee Login in EIS

1. Login with Employee Login ID in <https://pfms.nic.in>
2. Click on Employee Info. System and then on GoTo EIS.
3. Under Income Tax Menu there are two options
 - a) Consolidated Statement: Here employee can see his/her month-wise all emoluments and deductions from salary, arrears, etc. along with projected salary (not due, if any) during the financial Year. This report can be downloaded and printed on requirement.
 - b) Tax Calculation with Saving.

Tax Calculation with Saving

1. The link for all saving option under different Income Tax section are provided in this page. The relevant Saving Form can be opened by clicking on required link.
2. Employee has to enter details and save the data.
3. Employee can view Tax Calculation Sheet as per their saving details before forwarding it to DDO for approval.
4. Tax Calculation Sheet details also available as per saved and/or verified details by DDO in Employee Login.
5. If required, there is provision for Multiple submission option for forwarding saving details from Employee to DDO as per decision of DDO.
6. Help (information) is provided for every section along with validation rules/amount which can be displayed by clicking on "?" (question mark) in the forms. The Help details are also provided on the link at top right side on this page.

Employee Code: LI	Employee PAN: A	Tax Ca
<p>1. All salary figures are projected for entire financial year. Server IP: (102)</p> <p>2. All savings are as entered by employee.</p> <p>3. Max limit figures are displayed in red.</p> <p><input type="checkbox"/> - Verified By DDO</p> <p>List of benefits available to Salaried Persons</p>		
I.	Salary Details	1277471
II.	Section 10	29913
III.	Section 16	50000
IV.	Income From House Property/Housing Loan	0
V.	Other Income	24000
VI.	Tax rebate Under Section 80C Maximum upto Rs. 1,50,000/-	150000
VII.	Less Deductions under Chapter VI	177559
VIII.	No Savings Exemption (Check this box if you don't have any savings)	<input type="checkbox"/>
<p>Help Slab wise Tax Calculation</p>		

Forward Rule By DDO

From Date : 01/12/2019

To Date : 31/01/2020

Multiple Allow : Yes

Multiple Allowed Count: 3

Forward not allowed because last date is over!

[Help](#) [Steps for Employee Savings Forward](#)

Employee Forward Status

First Forward Date :

Last Forward Date :

No. of Forwards Done:

Last Forward Status :

You are open for Re-forward : No

[Tax Calc Sheet As Per Employee \(2\)](#)

[Tax Calc Sheet As Per DDO \(3\)](#)

[Tax Calc Sheet As Per DDO Verified \(4\)](#)

[Click here to open for Re-forward](#)

[Save & Process](#)

[Re-forward Tax Calc Sheet \(1\)](#)

[Forward to DDO](#)