



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
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File no. HRM VIII/HR Soft/2017

Dated: 17/07/2017

To

1. All Zonal Additional CPFCs including ACC(ASD)
2. Director, NATRSS
3. All RPFC/OIC in-charge of ROs/ ZTIs/ASD-HO
4. All APFCs in HO/RO/ZTI/ DO

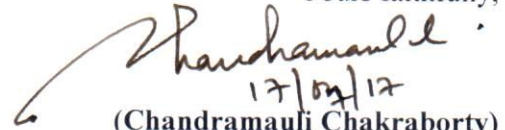
Subject : Inclusion of Form 16 in HRSoft (Software for HR management) – reg.

Madam/Sir,

A new initiative to include Form 16(Income tax) in HRSoft has been undertaken after due consultation and feedback from selected field offices representing all the Zones. In this regard, it is informed that this new function developed by NDC is available under DA Salary role in the salary menu.

2. It is requested that this function may be used for the financial year 2017-18 for the purpose of generating Form 16 to meet the statutory obligations under the Income Tax Act.
3. In case of any clarifications and issues arising therein, intimation may be sent via email to hr.software@epfindia.gov.in along with a copy to hrsoft.hrm@epfindia.gov.in .

Yours faithfully,


17/07/17
(Chandramauli Chakraborty)

Addl. Central P.F. Commissioner

Copy to: RPFC(NDC) for uploading on the website please.