

**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF EDUCATION(S)**


-----

**N O T I C E**

Imphal, the 14<sup>th</sup> August, 2019

No. 05/01/2018-CFO/DE(S)Pt-II: It is hereby to inform to all the HOOs/ DDOs, that, the Department of Education (S) in collaboration with Office of the Principal Chief Commissioner of Income Tax, North Eastern Region under Kardaata e- Sahyog Abhiyaan of Central Board of Direct Taxes (CBDT) is organising a facilitation camp for extending assistance and support to employees in e-filing of Income Tax Returns on 21<sup>st</sup> August, 2019 at Board of Secondary Education, Manipur, Babupara, at 11.30 A.M. and request you to send the employees who want to avail the service of e-filing of Income Tax Returns.

The check list of requirements to be brought to the said facilitation camp is enclosed herewith for reference.

  
(Rojendrakar Nongthomba)  
Chief Finance Officer  
Directorate of Education (S)  
Manipur

Copy to:-

1. The Secretary to Chief Minister, Govt. of Manipur.
2. The Additional Directors (S/V/Plg./Sc.Pro./G.C.), Education (S), Manipur.
3. The Administrative Officer, Education (S) {A.O is requested to upload the Notice at the Department's website.}
4. All the Head of Offices/ DDOs, Education (S), Manipur. {They are requested to send the list of employees/ participants on or before 20<sup>th</sup> August, 2019 to the **Chief Finance Officer**, Edn-S, Manipur.}
5. Guard file.

## CHECK LIST

### **(A) From the State Government office's side**

1. Suitable office space with infrastructure for 10 persons (Officers & officials)
2. Computers/laptops – 5 (five) nos.with internet connection & printer

### **(B) From the employee's (taxpayer's) side**

1. PAN Card/PAN No
2. Aadhar Card/Aadhar No.
3. If already registered on <https://www.incometaxindiaefiling.gov.in> for e-filing of ITRs, then:
  - (i) e-filing Password
  - (ii) Registered mobile phone number
  - (iii) Registered e-mail ID
4. Bank account number(s) and IFSC code(s)
5. Details of salary income earned during FY 2018-19
6. Details of any income other than salary income such as:
  - (i) Bank Interest for FY 2018-19
  - (ii) Income from house property for FY 2018-19 etc.
7. Form 16 issued by DDO/employer for FY 2018-19, if available
8. Details of investment in tax-saving instruments made during FY 2018-19 such as LIC payment, Insurance payment, GPF, PPF, KVP, NSC, Mutual Funds etc.
9. Interest paid on housing loan during FY 2018-19, if any
10. Mediclaim payments made by cheque/bank transfer during FY 2018-19, if any
11. Any other genuine documents for claim of deduction/exemption
12. Computation of taxable income for Asst. Year 2019-20 (FY 2018-19), if available