



Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura
Contact: 03242 253305 :: Email: disebankura@gmail.com

Memo No **821**/S

Date ...01/06/2020

From: The District Inspector of Schools (SE), Bankura

To: All HOI of Jr High/High/HS/Madrasah under control of this Office

Sub: Uploading the income Tax statement for the F.Y. 2019-20 for Form 16

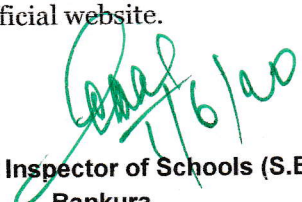
Ref: This office Memo no. 319/S dt. 05.02.2020

In continuation of the previous memo bearing no. **319/S dt. 05.02.2020** issued by the undersigned, this is to inform him/her that the system for online entry of income tax statement for the F.Y. 2019-20 for generation of Form 16 is now available on our website.

All the HOI are requested to upload the income Tax statement for the Financial Year 2019 -20 of all teaching and non-teaching staff of his/her school within **15.06.2020** positively by logging in our official website bearing web address - www.disebankura.in.

It is needless to say that the Salary for the month of March'20 has been released in the month of March'20 due to lockdown situation. So 13 months I .Tax will be seen against each employee. But all HOI are requested to calculate Gross Salary for 12 months i.e March'19 to Feb'20 as usual. The excess I.Tax which was deducted in the month of March'20 and is displayed in this F.Y is refundable after submission of I.T return to the I. Tax Department as per I.Tax Rules.

N.B. - HOI who have not yet registered in our website are requested to register at first to get their login credentials and proceed with this system. In case of lost/forgotten ID & password they can mail to support@disebankura.in . Help file in this regard is attached herewith for guidance. Date and process of **downloading the Form 16** will be Intimated in due time through the official website.


District Inspector of Schools (S.E.)
Bankura

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Copy forwarded for information to:-

1. The Assistant Inspector of Schools (SE)Bankura Sadar/ Bishnupur /Khatra Sub Div, with a request to take the necessary steps for wide circulation of this memo.
2. All Sub-inspector of schools (Circle) under this district with a request to take the necessary steps for wide circulation of this memo.
- 3.


District Inspector of Schools (S.E.)
Bankura

Help file for Form 16 Data entry Process

Step 1 : Go to www.disebankura.in and click on Form 16 Menu as shown in the picture here.

District Inspector of Schools (SE) Bankura

জেলা বিদ্যালয় পরিদর্শক (মাধ্যমিক শিক্ষা) বাঁকুড়া

Click here first

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Inspector of Schools (SE) Bankura *** Check New Notification regularly for latest orders **** For any sala



Notification

Data update Form for Revision of Pension

Notice for Revision of pension cases
Order regarding online approval of new
appointment

Step 2 : Enter your ID and Password as guided or Register if you have not yet register earlier.

Form 16 Data Upload

[Form 16 Data entry is available now](#)

Enter your school DISE code as log in ID

Enter the password. If you have lost please mail us: support@disebankura.in

9+5 =

Then click here to log in

[LOGIN](#) [Not Yet Registered? Register Now](#)

[GO TO HOME](#)

User Registration

School Name

HOI Name

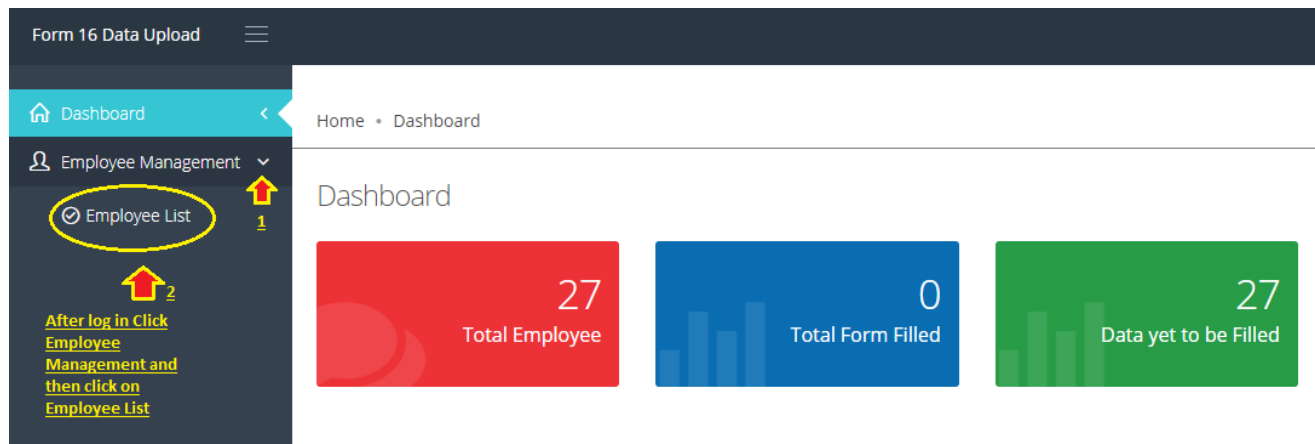
School DISE Code

Contact Number

[Register](#)

Note: If you are receiving any error page while attempting to log in to the system please mail at support@disebankura.in . This may happen if you have forgotten your password.

Step 3: If you have successfully logged in you will see the below screen. Click as shown and proceed further.



Step 4: Click on "Add Details" option for each employee as shown here and enter the data

ABC HIGH SCHOOL HS

SEE THE NOTICE BEFORE ENTERING DATA IN YOUR ONLINE FORM

(13 months' TDS deduction is shown but HOI should calculate their Gross for 12 months)

Employee List									
#	Employee Name	Dise Code	Pan No.	TDS Current Employer	Status	Action			
1	EMPLOYEE 1	191310 2	CY 264C	0	Not Yet Filled	Add Details	PDF	PDF	
2	EMPLOYEE 2	191310 2	CU 55N	0	Not Yet Filled	Add Details	PDF	PDF	
3	EMPLOYEE 3	191310 2	AR 00M	0	Not Yet Filled	Add Details	PDF	PDF	

Step 5: Now confirm your selection and click OK to go to data entry form.

disebankura.in says

Do you want to add details?

Now Click OK to proceed with data entry form



Step 6: Fill Data in the form and at the end click on Submit button to finally save your entry.

N.B: If you want to ADD or DELETE any employee from your log in mail us support@disebankura.in with all details in school letter head with sign & seal. In case of Adding new employee please provide PAN details and scan copy of approval. Don't forget to write your DISE code in your mail.