

Govt. of West Bengal
Office of the District Inspector of
Schools (Secondary Education),
Bankura



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Memo No 1199/S

Dated:- 22/07/2021

From : The District Inspector of Schools (S.E.), Bankura.

To : **All HOI of Jr. High/High/Hs/ Madrasah under the control of this office.**

Sub : **Uploading the Income Tax statement for the F.Y. 2020-21 & A.Y-2021-22.**

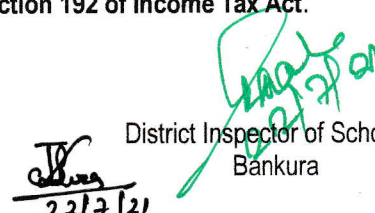
Ref: This office Memo no. 155 / S dt. 25.01.2021

In continuation of the previous memo bearing no. 155 / S dt. 25.01.2021 issued from this office, this is to inform him/her that the new and upgraded online system has been introduced for generation of Form 16.

All the HOI are requested to upload the income Tax statement for the Financial Year 2020-21 & A.Y-2021-22 of all teaching and non-teaching staff of his/her school within 31.07.2021 by logging in his/her school in official website bearing web address - www.disebankura.in . The procedures are the same as last year. A help file for this purpose is attached with this letter . Any anomaly noticed regarding the above subject is to be mailed at support@disebankura.in .

Date and process of downloading the Form 16 will be intimated in due time. They are instructed to check the website on a regular basis.

It is a matter of fact that most of the HOI are not deducting Income Tax of his/her staff as per Income Tax rules. Section 192 of the Income Tax Act provides that every person is responsible for paying any income which is chargeable under the head 'salary' should deduct income tax on the estimated income of the assessee. Every month, one-twelfth of this net tax liability is required to be deducted. She/He is instructed to act as per Section 192 of Income Tax Act.


District Inspector of Schools (S.E)
Bankura
22/7/21

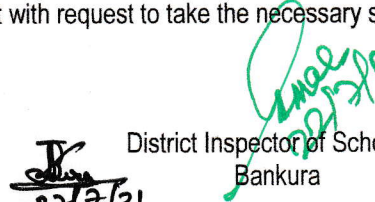
Memo No.1199/1(49)/S

Date: 22/07/2021

Copy forwarded for information to:-

1-3) The Assistant Inspector of Schools (SE) Bankura Sadar/ Bishnupur /Khatra Sub Div. with request to take the necessary steps for wide circulation of this memo.

4-49) All Sub-Inspector of schools (Circle) under this district with request to take the necessary steps for wide circulation of this memo.


District Inspector of Schools (S.E)
Bankura
22/7/21

Steps to enter Income Tax Statement for Form 16 for the F.Y. 2020-2021

Step 1: Go to www.disebankura.in and click on Form 16 menu and enter school log in details as in Fig.2



Fig.1

Form 16 Data Upload

[available now](#)

Username

Password

5+8 =

LOGIN Not Yet Registered? Register Now
GO TO HOME FORGOT PASSWORD

Enter your log in ID & Password here

In case of Password forget Click here

Fig.2

Step 2. After log in, your dashboard will look like the below screen as in Fig 3.

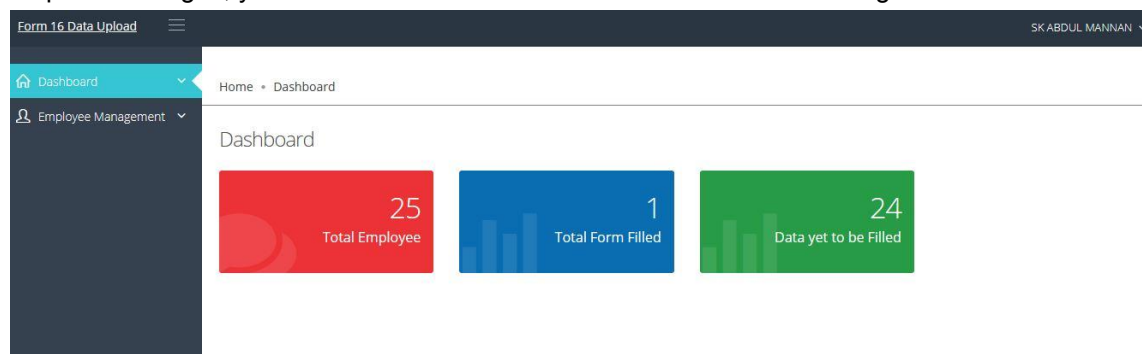
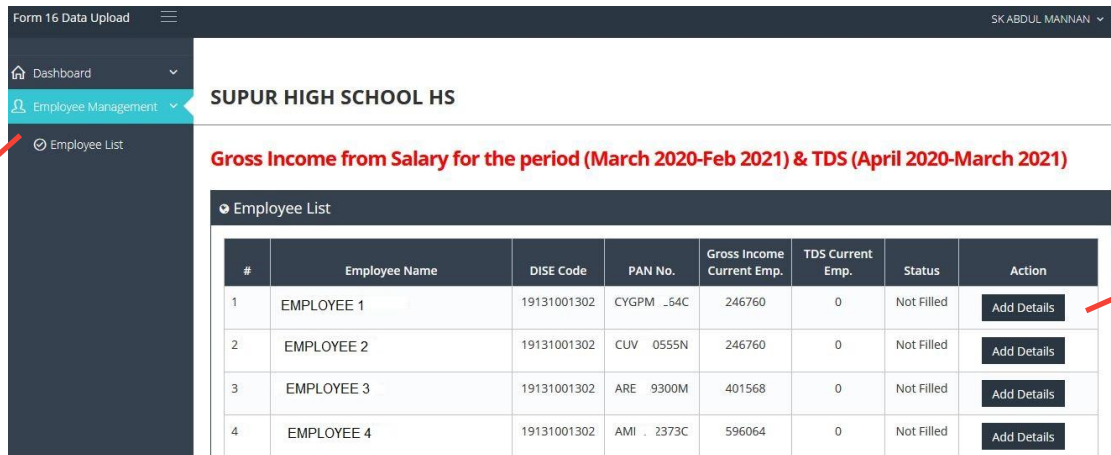


Fig.3

Steps to enter Income Tax Statement for Form 16 for the F.Y. 2020-2021

Step 3. Click on Employee Management>>Employee list to see list of all employees with their PAN no, gross income and TDS updated as per system records as in Fig 4. Click on **Add Details** to enter data in favour of the concerned employee.



Form 16 Data Upload

SKABDUL MANNAN

Dashboard

Employee Management

Employee List

SUPUR HIGH SCHOOL HS

Gross Income from Salary for the period (March 2020-Feb 2021) & TDS (April 2020-March 2021)

Employee List

#	Employee Name	DISE Code	PAN No.	Gross Income Current Emp.	TDS Current Emp.	Status	Action
1	EMPLOYEE 1	19131001302	CYGP...54C	246760	0	Not Filled	Add Details
2	EMPLOYEE 2	19131001302	CUV 0555N	246760	0	Not Filled	Add Details
3	EMPLOYEE 3	19131001302	ARE 9300M	401568	0	Not Filled	Add Details
4	EMPLOYEE 4	19131001302	AMI 2373C	596064	0	Not Filled	Add Details

Fig 4.

Step 4. Select option whether entering tax data in respect of **Old Regime** or **New Regime**, as in Fig 5. Based on this selection tax will be auto calculated.



ADD DETAILS

Name of Employee *

Employee PAN

Whether opting for taxation U/S 115BAC *

Deductee Type *

Old Regime

Old Regime

New Regime

Fig 5.

Step 5. Select option whether entering tax data in respect of **Others** or **Woman** as in Fig 6



ADD DETAILS

Name of Employee *

Employee PAN

Whether opting for taxation U/S 115BAC *

Deductee Type *

Income from Salaries Current Employer including Arrear *

Others

Others

Woman

Steps to enter Income Tax Statement for Form 16 for the F.Y. 2020-2021

Step 6. Gross Income is auto fetched this year. In case of a transferred employee enter 'Income from Salaries Previous Employer as shown in Fig 7. Grey fields are either auto fetched or auto calculated.

Income from Salaries Current Employer including Arrear *	246760	System fetched income data
Income from Salaries Previous Employer including Arrear *	Income from Salaries Previous Employer	
House Rent allow if eligible *	House Rent Allowance if eligible	Auto calculated fields
Gross Salary *	246760	
Amount of any other exemption under section 10 *	0	
Professional Tax *	Professional Tax	
Standard Deduction *	50000	
Income from Head Salary *	196760	

Fig 7.

Step 7. Enter necessary details and see your gross total income is auto filled as shown in Fig 8.

Interest on Bank A C Savings *	Interest on Bank A C Savings
Interest on Bank A C Fixed *	Interest on Bank A C Fixed
Interest on NSC & Others *	Interest on NSC & Others
Total Interest and Other Income *	196760
Less Interest Payable H B Loan Max 2 Lakh *	Less Interest Payable H B Loan Max 2 Lakh
Gross Total Income *	196760

Fig.8

Step 8. Enter your savings details now as shown in Fig 9.

G P F *	G P F	Total amount will be auto calculated
G I S *	G I S	
Life Insurance *	Life Insurance	
H B Loan Principal *	H B Loan Principal	
N S C New *	N S C New	
N S C Interest *	N S C Interest	
P P F *	P P F	
Tuition fees for two children *	Tuition fees for two children	
Other *	Other	
Total 80C *	0	

Steps to enter Income Tax Statement for Form 16 for the F.Y. 2020-2021

Step 9. Now give details of your savings(if any) under Chapter VIA. Validation regarding max amount is there in most of the field as in Fig.9

80 CCG *	80 CCG	
Section 80 D Mediclaim (Gross amount) *	Section 80 D Mediclaim	
Section 80 D Mediclaim (Deductible amount) *	Section 80 D Mediclaim Deductible amount	
Section 80G Donation to charitable Org. (Gross amount) *	Section 80G Donation to charitable Org. Gross amount	Fields with max value validation
Section 80G Donation to charitable Org (Deductible amount) *	Section 80G Donation to charitable Org Deductible amount	
Section 80 DDB *	Section 80 DDB	
Section 80 DD *	Section 80 DD	80 TTA will be auto filled based on your entry
Section 80 U (PH Employee) *	Section 80 U (PH Employee)	
Section 80 TTA *	Section 80 TTA	
Section 88 CCD1B *	Section 88 CCD1B	
Section 80 CCD(2) *	0	Fields not applicable are in grey
Section 80E *	Section 80E	
Others *	Others	
Total Deduction Chapter VI A *	0	
Taxable Income *	810511	

Fig.9

Step 10. Taxable income, Tax payable will be auto calculated. Click **Submit** at the end and finish entry for one employee as in Fig.10

Taxable Income *	810511	System auto calculate depending on selected regime
Tax Payable *	74602	
Tax Credit u s 87 A Max 12500 if eligible *	0	
Education Cess *	2984	
Total Tax Payable *	77586	
Relief U S 89 *	Relief U S 89	
Balance Tax Payable *	77586	Payable/Refundable amount will be shown here
TDS Current Employer *	79100	
TDS Previous Employer *	TDS Previous Employer	
Tax Refundable	1514	

Submit Cancel

Click here to Submit

Steps to enter Income Tax Statement for Form 16 for the F.Y. 2020-2021

Step 11. After Submit the same employee data will be in edit mode. To edit click on **Edit** button if required as in Fig.11

#	Employee Name	DISE Code	PAN No.	Gross Income Current Emp.	TDS Current Emp.	Status	Action
1	EMPLOYEE 1	19131001302	CYGP 1264C	246760	0	Not Filled	Add Details
2	EMPLOYEE 2	19131001302	CU 80555N	246760	0	Not Filled	Add Details
3	EMPLOYEE 3	19131001302	AREPB 300M	401568	0	Not Filled	Add Details
4	EMPLOYEE 4	19131001302	AMIP 3373C	596064	0	Not Filled	Add Details
5	EMPLOYEE 5	19131001302	AJPT 8642K	149784	22406	Not Filled	Add Details
6	EMPLOYEE 6	19131001302	AQUI 567A	918776	14300	Filled Up	Edit

Click on Edit here

Fig 11

Step 12. When the period of data entry will be over, the system will auto lock the entry option. Wait for further notification for downloading Form 16 Part-A and Part-B available in respect of the employees as shown in Fig.12

Employee List							
#	Employee Name	DISE Code	PAN No.	Gross Income Current Emp.	TDS Current Emp.	Status	Action
1	EMPLOYEE 1	19131001302	CYGF...264C	246760	0	Not Filled	 
2	EMPLOYEE 2	19131001302	CUVP_0555N	246760	0	Not Filled	 
3	EMPLOYEE 3	19131001302	AREP 300M	401568	0	Not Filled	 
4	EMPLOYEE 4	19131001302	AM... M2373C	596064	0	Not Filled	 

Click icon to download Part-A & Part-B

:Important Necessary Instruction:

1. In case of Password forget, please fill the password forget form available in the login screen you will receive your password in school official mail.
2. In case of any change of HOI name, mobile no due to retirement/transfer/new joining, please send a scanned copy of the forwarding letter with HOI details to support@disebankura.in. You will receive further communication.
3. In case of any employee name missing/correction, please send a scanned copy of the forwarding letter with his/her PAN to support@disebankura.in. You will receive further communication.
4. In case of any mismatch in Gross Income and TDS amount, please send a scanned copy of the forwarding letter with his/her PAN and annual statement downloaded (signed and sealed by HOI) from iosms portal and mail to support@disebankura.in. You will receive further communication.

Utmost care has been taken to prepare this auto calculated Income Tax Data entry form in view of helping our teachers community and this will remain over the year to make Tax calculation a bit easier.

Thank You