

**Annual Closing of Accounts - Receipt of Central/
State Taxes - Arrangements for the Current Financial Year**

DGBA.GAD.No. H-449 /42.01.029/2002-03

March 27, 2003

The Chairman/Chairman & Managing Director/
Managing Director
State Bank of India & its Associate Banks
All Public Sector Banks
Jammu & Kashmir Bank Ltd.
HDFC Bank Ltd.
UTI Bank Ltd.

Dear Sir,

Annual Closing of Accounts - Receipt of Central/
State Taxes - Arrangements for the Current Financial Year

We have received requests from Controller General of Accounts, Government of India, as well as from some State Governments that with a view to facilitate tax payers, Offices of Reserve Bank and branches of Agency Banks conducting Government Business be kept open upto 8.00 PM on March 29, 2003 (Saturday) and March 31, 2003 (Monday). With a view to coping with the expected rush on account of closing of Government Accounts for the current Financial Year (2002-03), it has been decided that the agency banks and Reserve Bank Offices should put in place the following arrangements to facilitate the payment of taxes by assesseees :

1. **March 29, 2003 (Saturday) & March 31, 2003 (Monday)**

- i) The branches of Agency banks and Reserve Bank Offices should provide all facilities to assesseees for deposit of taxes on March 29 and 31, 2003. Depending on the Government requirements and the rush of the assesseees for payment of taxes, the banking hours may be suitably extended and counters kept open for the purpose. No assessee should be turned away from the bank without payment of tax.
- ii) Cheques and other instruments received should be sent for clearing on day-to-day basis.
- iii) Full clearing (with return clearing) may be conducted at the discretion of the President of local Clearing Houses run by RBI/Agency bank so that the cheques deposited are realized and credited expeditiously to Government account.

iv) A Press Communique may be released by the Agency Banks for the information of the public and tax payers in all leading dailies, in English, Hindi/vernacular, notifying the names of branches of the agency banks in the respective towns/cities which are designated to accept taxes, so that the pressure on banks is evenly distributed.

2. The instructions as above apply to collection of both Central and State Taxes. The extended hours are limited to receipts only.

3. Hindi version will follow.

Yours faithfully,
Sd/-
(Girish Kallianpur)
Deputy General Manager

Endt. DGBA.GAD.No. H-449 A /42.01.029/2002-03 of date.

Copy forwarded for information and necessary action to :

1) the Regional Director, Reserve Bank of India, Public Accounts Department, Ahmedabad, Bangalore, Belapur, Navi Mumbai, Bhubaneswar, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Kolkata, Mumbai, Nagpur, New Delhi, Patna, Thiruvananthapuram.

Offices may keep the counters open on March 29, 2003 (Saturday) and March 31, 2003 (Monday) upto a reasonable time as estimated by them with minimum staff deployment in regard to the anticipated volume in consultation with the concerned Government Departments.

RBI Offices may also issue Press Communique as aforesaid.

2) the General Manager, Central Accounts Section, Reserve Bank of India, Addl. Office Building, East High Court Road, Post Box 118, Nagpur – 440 001.

Deputy General Manager