

I. SEBI & CORPORATE LAWS

January

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliance
1.	Statement of substitution of names of Depositories in the previous quarter	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	Upon demat / remat of shares	Stock Exchanges	
2.	Monthly certificate on demat / remat of shares for the previous month	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th January	NSDL/ CDSL	
3.	Corporate Governance Compliance Certificate	SEBI Circular No. SMDRP/Policy/ DIR-03/01 dated 22.1.2001	Listing Agreement	15 th January	Stock Exchanges	
4.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th January	Stock Exchanges	
5.	Submission of Shareholding Pattern, Corporate Governance Compliance Report and Quarterly Results	Clause 51	Listing Agreement	Within such time as specified by SEBI	SEBI EDIFAR website	
6.	Intimation of date of Board Meeting to consider quarterly results	Clause 41	Listing Agreement	7 days in advance	Stock Exchanges	
7.	Issue of press release about Board Meeting to consider quarterly results	Clause 41	Listing Agreement	Immediately on informing the Stock Exchange	One national newspaper and one regional newspaper	
9.	Announcement of Quarterly Results	Clause 41	Listing Agreement	Within 15 minutes of closure of Board	Stock Exchanges	

				Meeting in which the results are placed	
10.	Publish Quarterly Results	Clause 41	Listing Agreement	Within 48 hours of the conclusion of the Board Meeting	One English newspaper and one regional newspaper
11.	Submission of three copies of quarterly results signed by the Managing Director and newspaper cuttings of quarterly results	Clause 41	Listing Agreement	Promptly on publishing quarterly results in newspaper	Stock Exchanges
12.	Limited Review Report from the Statutory Auditors'	Clause 41	Listing Agreement	Not required, if the Company publishes audited quarterly financial results within 2 months of end of quarter	Stock Exchange
13.	Quarterly Certificate for Capital Reconciliation	SEBI Circular No. DFCC/FITTC/C IR-16/2002 dated 31.12.2002.	SEBI Act, 1992 Depositories Act, 1996	30 th January	Stock Exchange

February

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Form DDA	Rule 9	Companies (Appointment and	On appointment and re-	By the concerned Director(s) to	

			disqualification of directors) Rules Listing Agreement	appointment of Directors 15 th February	the Board of Directors Stock Exchanges
2.	Corporate Governance Compliance Certificate	SEBI Circular No. SMDRP/Policy/DIR-03/01 dated 22.1.2001			

March

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	To obtain declaration of Interest from Directors (Form 24AA)	Section 299	Companies Act, 1956	31 st March (Last month of the Financial year)	Company	
2.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th March	Stock Exchanges	

April

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Quarterly statement on substitution of names of depositories	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th April	NSDL / CDSL	
2.	Certificate on demat / remat of shares for the previous month	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	Immediately on demat / remat	Stock Exchanges	
3.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th April	Stock Exchanges	
4.	Shareholdings of persons holding	Regulation 8(3)	SEBI / (Substantial	30 th April	Stock Exchanges	

	more than 15% shares or voting rights		Acquisitions of Shares and Takeovers) Regulation, 1997		
5.	Payment of Annual Listing Fees	Clause 38	Listing Agreement	30 th April	Stock Exchanges
6.	To obtain (a) Annual Disclosure of shareholdings from Directors, Designated employees and their dependants	Regulation 13(3)	SEBI (Prohibition of Insider Trading) Regulations, 1992	30 th April	Stock Compliance Officer of the Company
	(b) Disclosure to Stock Exchanges	Regulation 13(6)		Within 5 days of receipt	Stock Exchanges
7.	Investments to maintain liquid assets	Rule 3A	Companies (Acceptance of Deposit) Rules, 1975	30 th April	Not Applicable
8.	Intimation for holding of Board Meeting for taking on record the unaudited quarterly results (not required if the company opts to publish audited results on/before June 30)	Clause 41	Listing Agreement	7 days in advance	Stock Exchanges
9.	Issue of press release about Board Meeting to consider quarterly results	Clause 41	Listing Agreement	Immediately on informing the Stock Exchange	One national newspaper and one regional newspaper
10.	Announcement of Quarterly Results	Clause 41	Listing Agreement	Within 15 minutes of closure of Board Meeting in which the results are	Stock Exchanges

11.	Publish Quarterly Results	Clause 41	Listing Agreement	placed Within 48 hours of the conclusion of the Board Meeting	One English newspaper and one regional newspaper
12.	Limited Review Report from the Statutory Auditors'	Clause 41	Listing Agreement	Not required, if the Company publishes audited quarterly financial results within 2 months of end of quarter	Stock Exchange
13.	Submission of a copy of quarterly results signed by the Managing Director and newspaper cuttings of quarterly results	Clause 31	Listing Agreement	Promptly on publishing quarterly results in newspapers	Stock Exchange
14.	Plan the AGM Schedule and fill up the diary with check list of various activities (For companies with financial year ending March 31)				
15.	Submission of half yearly Compliance Certificate from practicing Company Secretaries	Clause 47(c)	Listing Agreement	Within 24 hours of receipt of certificate by the Company	Stock Exchanges
16.	Submission of Shareholding Pattern, Corporate Governance	Clause 51	Listing Agreement	Within such time as specified by SEBI	SEBI EDIFAR website

Compliance Report
and Quarterly
Results

17.	Form DDA	Rule 9	Companies (Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors
18.	Quarterly Certificate for Capital Reconciliation	SEBI Circular No. DFCC/FITTC/C IR-16/2002 dated 31.12.2002.	SEBI Act, 1992 Depositories Act, 1996	30 th January	Stock Exchange

May

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th January	Stock Exchanges	
2.	Form DDA	Rule 9	Companies (Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors	

June

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Filing return of deposit with Registrar of Companies	Rule 10	Companies (Acceptance of Deposits) Rules, 1975	30 th June	Registrar of Companies	
2.	Intimation of date of Board Meeting for taking on record the	Clause 41	Listing Agreement	7 days in advance	Stock Exchanges	

	audited annual financial results (if the Company opts to publish audited results before 30 th June)				
3.	Issue of press release about Board Meeting to take on record the audited annual financial results (If the Company opts to publish audited results before 30 th June)	Clause 41	Listing Agreement	Immediately on informing the Stock Exchanges	One national newspaper and one regional newspaper
4.	Hold Board Meeting for taking on record Audited Annual financial results	Clause 41	Listing Agreement	On or before 30 th June	-
5.	Publishing of Audited Annual Financial Results in Newspapers	Clause 41	Listing Agreement	On or before 30 th June	At least one English Newspaper and one vernacular newspaper
6.	Submission of three copies of annual results signed by the Managing Director and newspaper cuttings of annual results	Clause 41	Listing Agreement	Promptly on publishing the annual results in newspapers	Stock Exchanges
7.	Submission of Audited Annual Report	Clause 51	Listing Agreement	Within such time as specified by SEBI	SEBI EDIFAR website

July

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
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1.	Intimation of date of Board Meeting for taking on record the unaudited quarterly results	Clause 41	Listing Agreement	7 days in advance	Stock Exchanges
2.	Issue of press release about Board Meeting to take on record unaudited quarterly results	Clause 41	Listing Agreement	Immediately on informing the Stock Exchanges	One national newspaper and one regional newspaper
3.	Announcement of Quarterly Results	Clause 41	Listing Agreement	Within 15 minutes of closure of Board Meeting in which the results are placed	Stock Exchanges
4.	Quarterly statement on substitution of names of depositories in the previous quarter	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th July	Stock Exchanges
5.	Certificate on demat / remat of shares during the previous month	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th July	NSDL / CDSL
6.	Submission of Shareholding Pattern as at the end of the previous quarter	Clause 35	Listing Agreement	15 th July	Stock Exchanges
7.	Corporate Governance Compliance Certificate	SEBI Circular No. SMDRP/Policy/DIR-03/01 dated 22.1.2001	Listing Agreement	15 th July	Stock Exchanges
8.	Publish Quarterly Results	Clause 41	Listing Agreement	Within 48 hours of the conclusion of the	One English newspaper and one regional

9.	Submission of a copy of quarterly results signed by the Managing Director and newspaper cuttings of quarterly results	Clause 41	Listing Agreement	Board Meeting Promptly on publishing quarterly results in newspapers	newspaper Stock Exchanges
10.	Quarterly Certificate for Capital Reconciliation	SEBI Circular No. DFCC/FITTC/C IR-16/2002 dated 31.12.2002.	SEBI Act, 1992 Depositories Act, 1996	30 th July	Stock Exchange
11.	Limited Review Report from the Statutory Auditors'	Clause 41	Listing Agreement	Not required, if the Company publishes audited quarterly financial results within 2 months of end of quarter	Stock Exchange

August

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th August	Stock Exchanges	
2.	Form DDA	Rule 9	Companies (Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors	

September

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliance
1.	Furnishing copies of Balance Sheet, Profit and Loss Account, etc for companies having inhouse R&T	Regulation 14(5)	SEBI (Registrars to an Issue and Share Transfer Agents) Regulations, 1993	30 th September	Securities and Exchange Board of India	
2.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement Companies	15 th September	Stock Exchanges	
3.	Form DDA	Rule 9	(Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors	

October

1.	Quarterly Statement on substitution of names of depositories during the previous quarter	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th October	Stock Exchanges	Status of Compliances
2.	Certificate on demat / remat of shares during the previous month	Regulation 54(5)	SEBI (Depositories and Participants) Regulations, 1996	7 th October	NSDL / CDSL	
3.	Submission of Shareholding Pattern as at the end of the previous quarter	Clause 35	Listing Agreement	15 th October	Stock Exchanges	
4.	Corporate Governance Compliance Certificate	SEBI Circular No. SMDRP/Policy/DIR-03/01	Listing Agreement	15 th October	Stock Exchanges	

		dated 22.1.2001			
5.	Intimation of date of Board Meeting for taking on record quarterly results	Clause 41	Listing Agreement	7 days in advance	Stock Exchanges
6.	Issue of press release about Board Meeting to take on record unaudited quarterly results	Clause 41	Listing Agreement	Immediately on informing the Stock Exchanges	One National newspaper and one regional newspaper
7.	Announcement of quarterly results	Clause 41	Listing Agreement	Within 15 minutes of closure of Board Meeting in which the results are placed	Stock Exchanges
8.	Publish Quarterly Results	Clause 41	Listing Agreement	Within 48 hours of the conclusion of Board Meeting	One English newspaper and one regional newspaper
9.	Submission of a copy of quarterly results signed by the Managing Director and newspaper cuttings of quarterly results	Clause 41	Listing Agreement	Promptly on publishing quarterly results in newspapers	Stock Exchanges
10.	Limited Review Report from the Statutory Auditors'	Clause 41	Listing Agreement	Not required, if the Company publishes audited quarterly financial results within 2 months of end of quarter	Stock Exchange
11	Submission of half	Clause 47(c)	Listing	Within 24	Stock

.	yearly Compliance Certificate from the Company Secretary		Agreement	hours of receipt of certificate by the Company	Exchanges
12	Submission of shareholding Pattern, Compliance Report and quarterly results	Clause 51	Listing Agreement	Within such time as specified by SEBI	SEBI EDIFAR website
13.	Quarterly Certificate for Capital Reconciliation	SEBI Circular No. DFCC/FITTC/C IR-16/2002 dated 31.12.2002.	SEBI Act, 1992 Depositories Act, 1996	30 th October	Stock Exchange

November

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th January	Stock Exchanges	
2.	Form DDA	Rule 9	Companies (Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors	

December

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Shareholding Pattern (Quarterly)	Clause 35	Listing Agreement	15 th January	Stock Exchanges	
2.	Form DDA	Rule 9	Companies (Appointment and disqualification of directors) Rules	On appointment and re-appointment of Directors	By the concerned Director(s) to the Board of Directors	

II. TAXATION

INCOME TAX

January

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	TDS from Salaries for the previous month	Section 192	Income-tax Act, 1961	7 th January	Income-tax Authorities	
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th January	Income-tax Authorities	
3.	Quarterly TDS return in Form No.27	Section 195 read with Rule 37A	Income-tax, 1961 And Income-tax Rules, 1962	14 th January	Income-tax Authorities	

February

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	TDS from Salaries for the previous month	Section 192	Income-tax Act, 1961	7 th February	Income-tax Authorities	
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th February	Income-tax Authorities	

March

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
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|----|--|------------------------------|----------------------|-------------------------------|------------------------|
| 1. | TDS from Salaries for the previous month | Section 192 | Income-tax Act, 1961 | 7 th March | Income-tax Authorities |
| 2. | Contractor's Bill/ Advertising/ Professional service Bill- TDS collected for the month of February | Section 194C
Section 194J | Income-tax Act, 1961 | 7 th March | Income-tax Authorities |
| 3. | Payment of Advance tax | Section 211 | Income-tax Act, 1961 | Before 15 th March | Income-tax Authorities |

April

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
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|----|--|--------------------------------|--|------------------------|------------------------|
| 1. | TDS from Salaries for the previous month | Section 192 | Income-tax Act, 1961 | 7 th April | Income-tax Authorities |
| 2. | Contractors' Bills / Advertising Professional Service Bill – TDS collected in the previous month | Section 194C
Section 194J | Income-tax Act, 1961 | 7 th April | Income-tax Authorities |
| 3. | Quarterly TDS return in Form No. 27 | Section 195 read with Rule 37A | Income-tax Act, 1961 and Income-tax Rules, 1962 | 14 th April | Income-tax Authorities |
| 4. | Certificate (Form No. 16) of TDS on salaries and perquisite value paid to employees | Section 203
Rule 31(1)(a) | Income-tax Act, 1961

Income-tax Rules, 1962 | 30 th April | Income-tax Authorities |

May

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|----|--|-------------|----------------------|---------------------|------------------------|------------------------------|
| 1. | TDS from Salaries for the previous month | Section 192 | Income-tax Act, 1961 | 7 th May | Income-tax Authorities | Status of Compliances |
|----|--|-------------|----------------------|---------------------|------------------------|------------------------------|

2.	Annual Return of salaries in Form 24	Section 192	Income-tax Act, 1961	31 st May	Income-tax Authorities	Status of Compliances
<u>June</u>						
1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th June	Income-tax Authorities	
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th June	Income-tax Authorities	
3.	Advance Tax	Section 211	Income-tax Act, 1961	Before 15 th June	Income-tax Authorities	Status of Compliances
4.	Annual Return of TDS	Section 193, 194A, 194C, 194J	Income-tax Act, 1961	30 th June	Income-tax Authorities	
<u>July</u>						
1.	TDS for Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th July	Income-tax Authorities	Status of Compliances
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th July	Income-tax Authorities	
3.	Quarterly TDS return in Form No. 27	Section 203 read with Rule 37A	Income-Tax Act, 1961 and Income-tax Rules, 1962	14 th July	Income-tax Authorities	
<u>August</u>						Status of Compliances
1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th August	Income-tax Authorities	
2.	Contractor's Bill/ Advertising/	Section 194C Section 194J	Income-tax Act, 1961	7 th August	Income-tax Authorities	

Professional service
Bill- TDS collected
in the previous month

September

1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th September	Income-tax Authorities	Status of Compliances
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th September	Income-tax Authorities	
3.	Payment of Advance Tax	Section 211	Income-tax Act, 1961	Before 15 th September	Income-tax Authorities	

October

1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th October	Income-tax Authorities	Status of Compliances
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194C Section 194J	Income-tax Act, 1961	7 th October	Income-tax Authorities	
3.	Quarterly TDS return in Form No. 27	Section 195 read with Rule 37A	Income-tax Act, 1961 Income-tax Rules, 1962	14 th October	Income-tax Authorities	
4.	Income-tax Return along with Tax Audit Report	Section 139	Income-tax, 1961	31 st October	Income-tax Authority	

November

1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th November	Income-tax Authorities	Status of Compliances
2.	Contractor's Bill/ Advertising/ Professional service	Section 194C Section 194J	Income-tax Act, 1961	7 th November	Income-tax Authorities	

Bill- TDS collected
in the previous month

December

1.	TDS from Salaries for the previous month	Section 194	Income-tax Act, 1961	7 th December	Income-tax Authorities	Status of Compliances
2.	Contractor's Bill/ Advertising/ Professional service Bill- TDS collected in the previous month	Section 194-C Section 194J	Income-tax Act, 1961	7 th December	Income-tax Authorities	
3.	Payment of Advance Tax	Section 211	Income-tax Act, 1961	Before 15 th December	Income-tax Authorities	

II. EXCISE

January

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Submission of CENVAT Return	Rule 7 (5)	CENVAT Rules 2002	10 th January	Excise Authorities	

February

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Submission of CENVAT Return	Rule 7 (5)	CENVAT Rules, 2002	10 th February	Excise Authorities	

March

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th March	Excise Authorities
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April

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
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1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th April	Excise Authorities	
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May

Nil

June

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th June	Excise Authorities	Status of Compliances
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July

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th July	Excise Authorities	Status of Compliances
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August

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th August	Excise Authorities	Status of Compliances
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September

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th September	Excise Authorities	Status of Compliances
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October

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th October	Excise Authorities	Status of Compliances
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November

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th November	Excise Authorities	Status of Compliances
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December

1.	Submission of CENVAT Return	Rule 7	CENVAT Rules, 2002	10 th December	Excise Authorities	Status of Compliances
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III. SERVICE TAX

January

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Pay Service tax in Challan TR-6 collected during the previous quarter by individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th January	Service Tax Authorities	

February

Sr. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
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1.	Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms	Rule 6	Service Tax Act, 1994	25 th February	Service Tax Authorities
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March

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms	Rule 6	Service Tax Act, 1994	25 th March	Service Tax Authorities	

April

Sr. No.	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Pay Service tax in Challan TR-6 collected during the previous quarter by individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th January	Service Tax Authorities	
2.	File half-yearly return in Form ST-3 or ST-3A with copies of TR-6 for payment of Service Tax for the half year from 1 st October to	Rule 7	Service Tax Rules, 1994	30 th April	Service Tax Act Authorities	

31st March
(Prescribed form for
input credit must
accompany service
tax return)

May

Nil

June

1.	Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th June	Service Tax Authorities	Status of Compliances
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July

1.	Pay Service Tax in Challan TR-6 collected during the previous quarter by individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th July	Service Tax Authorities	Status of Compliances
2.	Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th July	Service Tax Authorities	

August

1.	Pay Service Tax in Challan TR-6 collected during the previous month by	Rule 6	Service Tax Rules, 1994	25 th August	Service Tax Authorities	Status of Compliances
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persons other than individuals, proprietors and partnership firms

September

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|----|--|--------|-------------------------|----------------------------|-------------------------|------------------------------|
| 1. | Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms | Rule 6 | Service Tax Rules, 1994 | 25 th September | Service Tax Authorities | Status of Compliances |
|----|--|--------|-------------------------|----------------------------|-------------------------|------------------------------|

October

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|----|---|--------|-------------------------|--------------------------|-------------------------|------------------------------|
| 1. | Pay Service Tax in Challan TR-6 collected during the previous quarter by individuals, proprietors and partnership firms | Rule 6 | Service Tax Rules, 1994 | 25 th October | Service Tax Authorities | Status of Compliances |
| 2. | File half yearly return in Form ST-3 or ST-3A with copies of TR-6 for payment of Service Tax for the previous half year from (Prescribed form for input credit must accompany service tax return) | Rule 7 | Service Tax Rules, 1994 | 31 st October | Service Tax Authority | |

November

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|----|--|--------|-------------------------|---------------------------|-------------------------|--|
| 1. | Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms | Rule 6 | Service Tax Rules, 1994 | 25 th November | Service Tax Authorities | |
|----|--|--------|-------------------------|---------------------------|-------------------------|--|

December

1.	Pay Service Tax in Challan TR-6 collected during the previous month by persons other than individuals, proprietors and partnership firms	Rule 6	Service Tax Rules, 1994	25 th December	Service Tax Authorities	Status of Compliances
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3. LABOUR LAWS

January

S. No	Activities	Sections / Rules / Clauses, etc.	Acts / Regulations, etc.	Compliance Due Date	To whom to be submitted	Status of Compliances
1.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities	
2.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952 (b) Section 418 of the Companies Act, 1956	(a) Employees' Provident Funds and Misc. Provisions Act, 1952 (b) Exempted Scheme	15 th January	Provident Fund Authorities Trustees of Provident Fund	
3.	Declaration and filing of Form No.5 for employees	Paragraph 36(1) & (2) of Employees'	Employees' Provident Funds and	15 th January	Provident Fund Commission	

	joining during the previous month	Provident Funds Scheme, 1952	Misc. Provisions Act, 1952		er
4.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st January	ESIC Authorities
5.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th January	Provident Fund Commissioner
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Section 8	Payment of Gratuity Act, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir.
7.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
8.	Details of mode of payment of Gratuity by default	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority
9.	Submission of monthly return of Professional Tax for tax liability of more than Rs.20,000/- in Form No. III (Return cum Challan)		State Tax on Profession, Trades, Callings & Employment Act, 1975.	The last date of month	Professional Tax Authorities

10.	Crediting Professional Tax deducted in the previous month in Form VIII	State Tax on Profession, Trades, Callings & Employment Act, 1975.	The last date of month	Professional Tax Authorities
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February

						Status of Compliance
1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a) Employees' Provident Funds and Misc. Provisions Act, 1952	15 th February	Provident Fund Authorities	
		(b) Section 418 of the Companies Act, 1956	(b) Exempted Scheme		Trustees of Provident Fund	
2.	Declaration and filing of Form No.5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th February	Provident Fund Commissioner	
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st February	ESIC Authorities	
4.	Monthly return of Provident Fund for previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th February	Provident Fund Commissioner	
5.	Submit return of declaration –	Regulation 14 Regulation 15-A	Employees' State	Within 10 days from	ESIC Authorities	

	Form No. 3 & Form No.1-A		Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	the date of receiving the relevant papers	
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Section 8	Payment of Gratuity Act, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir.
7.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948. Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contributio n period	ESIC Authorities
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

March

						Status of Complia nces
1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a)Employee s' Provident Funds and Misc. Provisions Act, 1952	15 th March	Provident Fund Authorities	
		(b) Section 418 of the Companies Act, 1956	(b)Exempted Scheme		Trustees of Provident Fund	
2.	Declaration and filing of Form No.5 for employees joining during the	Para 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc.	15 th March	Provident Fund Commissioner	

	previous month		Provisions Act, 1952		
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st March	ESIC Authorities
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th March	Provident Fund Commissioner
5.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	Regional Office
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Section 8	Payment of Gratuity Act, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir.
7.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESI Corporation
8.	Annual Return		Employees' Provident Funds and		Provident Fund Commission

Misc.
Provisions
Act, 1952

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April

1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a) Employees' Provident Funds and Misc. Provisions Act, 1952	15 th April	Provident Fund Authorities	Status of Compliance
		(b) Section 418 of the Companies Act, 1956	(b) Exempted Scheme		Trustees of Provident Fund	
2.	Declaration and filing of Form No.5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th April	Provident Fund Commissioner	
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st April	ESIC Authorities	
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th April	Provident Fund Commissioner	
5.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Section 8	Payment of Gratuity Act, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir.	
6.	Crediting	Rule 17	The State	Within 15	Government	

	professional tax deducted for the month, in Form VIII		Tax on Professions, Trades, Callings and Employment s Act, 1975	days of such deduction	Treasury
7.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESI Corporation
8.	Details of mode of payment of Gratuity by default	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority
9.	Consolidated Annual Contribution Statement in Form 6-A	Paragraph 3 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	30 th April	Provident Fund Authorities
10.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	Regional Office

May

1.	Monthly payment of Provident Fund dues	(a)Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a)Employee s' Provident Funds and Misc. Provisions Act, 1952	15 th May	Provident Fund Authorities	Status of Compliances
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		(b)Section 418 of the Companies Act, 1956	(b)Exempted Scheme		Trustees of Provident Fund
2.	Monthly payment of Provident Fund dues	(a)Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a)Employees' Provident Funds and Misc. Provisions Act, 1952	15 th May	Provident Fund Authorities
		(b)Section 418 of the Companies Act, 1956	(b)Exempted Scheme		Trustees of Provident Fund
3.	Declaration and filing of Form No.5 for employees joining during the previous month	Para 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th May	Provident Fund Commissioner
4.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st May	ESIC Authorities
5.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th May	Provident Fund Commissioner
6.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948	Within 10 days from the date of receiving	Regional Office

			Employees' State Insurance (Gen) Regulations, 1950	the relevant papers	
7.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Section 8	Payment of Gratuity Act, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir.
8.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
9.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

June

1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a) Employees' Provident Funds and Misc. Provisions Act, 1952	15 th June	Provident Fund Authorities	Status of Compliances
		(b) Section 418 of the Companies Act, 1956	(b) Exempted Scheme		Trustees of Provident Fund	
2.	Declaration and filing of Form No. 5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions	15 th June	Provident Fund Commissioner	

3.	Payment of ESI contribution for the previous month	Regulation 31	Act, 1952 Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st June	ESIC Authorities
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th June	Provident Fund Commissioner
5.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	Regional Office
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir
7.	Submit Form 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
8.	Submit return of declaration - Form	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from	Regional Office

No. 3 & Form No.1-A

Insurance Act, 1948
Employees' State Insurance (Gen) Regulations, 1950

the date of receiving the relevant papers

July

						Status of Compliance
1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a) Employees' Provident Funds and Misc. Provisions Act, 1952	15 th July	Provident Fund Authorities	
			(b) Exempted Scheme		Trustees of Provident Fund	
		(b) Section 418 of the Companies Act, 1956				
2.	Declaration and filing of Form No. 5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th July	Provident Fund Commissioner	
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st July	ESIC Authorities	
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc.	25 th July	Provident Fund Commissioner	

5.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Provisions Act, 1952 Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities
6.	Notice for payment of gratuity in Form L/ or Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir
7.	Submit Form No. 6	Regulation 26	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

August

1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952 (b) Section 418 of the	(a) Employees' Provident Funds and Misc. Provisions Act, 1952 (b) Exempted Scheme	15 th August	Provident Fund Authorities Trustees of Provident Fund	Status of Complainces
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		Companies Act, 1956			
2.	Declaration and filing of Form No. 5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th August	Provident Fund Commissioner
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st August	ESIC Authorities
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th August	Provident Fund Commissioner
5.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities
6.	Notice for payment of gratuity in Form L/ or Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir
7.	Submit Form No. 6	Regulation 26	Employees' State Insurance Act, 1948 Employees'	Within 42 days of termination of the contributio	ESIC Authorities

			State Insurance (Gen) Regulations, 1950	n period		
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority	
<u>September</u>						
1.	Submit return of declaration - Form No. 3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities	Status of Compliances
2.	Notice for payment of gratuity in Form L/ or Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir	
3.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952 (b) Section 418 of the Companies Act, 1956	(a) Employees' Provident Funds and Misc. Provisions Act, 1952 (b) Exempted Scheme	15 th September	Provident Fund Authorities Trustees of Provident Fund	
4.	Declaration and filing of Form No. 5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions	15 th September	Provident Fund Commissioner	

5.	Payment of ESI contribution for the previous month	Regulation 31	Act, 1952 Employees' State Insurance Act, 1948 Employees' State Insurance (Gen) Regulations, 1950	21 st September	ESIC Authorities
6.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th September	Provident Fund Commissioner
7.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

October

1.	Monthly payment of Provident Fund dues	(a)Paragraph 38 of Employees' Provident Funds Scheme, 1952 (b)Section 418 of the Companies Act, 1956	(a)Employee s' Provident Funds and Misc. Provisions Act, 1952 (b)Exempted Scheme	15 th October	Provident Fund Authorities	Status of Complies
2.	Declaration and filing of Form No. 5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th October	Provident Fund Commissioner	Trustees of Provident Fund
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948	21 st October	ESIC Authorities	

			Employees' State Insurance (Gen.) Regulations, 1950			
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Fund and Misc. Provisions Act, 1952	25 th October	Provident Fund Commissioner	
5.	Submit return of declaration – Form No.3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948, Employees' State (Gen.) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities	
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir	
7.	Submit Form No. 6	Regulation 26	Employees' State Insurance Act, 1948, Employees' State Insurance (Gen.) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities	
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority	
<u>November</u>						
1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees'	(a) Employees' Provident	15 th November	Provident Fund Authorities	Status of Complainces

		Provident Funds Scheme, 1952	Funds and Misc. Provisions Act, 1952		Trustees of Provident Fund
		(b)Section 418 of the Companies Act, 1956	(b)Exempted Scheme		
2.	Declaration and filing of Form No. 5 for employees joining during the October	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th November	Provident Fund Commission er
3.	Payment of ESI Contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948, Employees' State Insurance (Gen.) Regulations, 1950	21 st November	ESIC Authorities
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	25 th November	Provident Fund Commissione r
5.	Submit return of declaration – Form No.3 and Form No.1- A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948, Employees' State (Gen.) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir

7.	Submit Form No. 6	Regulation 26	Employees' State Insurance Act, 1948, Employees' State Insurance (Gen.) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

December

1.	Monthly payment of Provident Fund dues	(a) Paragraph 38 of Employees' Provident Funds Scheme, 1952	(a) Employees' Provident Funds and Misc. Provisions Act, 1952	15 th October	Provident Fund Authorities	Status of Complainces
		(b) Section 418 of the Companies Act, 1956	(b) Exempted Scheme		Trustees of Provident Fund	
2.	Declaration and filing of Form No.5 for employees joining during the previous month	Paragraph 36(1) & (2) of Employees' Provident Funds Scheme, 1952	Employees' Provident Funds and Misc. Provisions Act, 1952	15 th December	Provident Fund Commissioner	
3.	Payment of ESI contribution for the previous month	Regulation 31	Employees' State Insurance Act, 1948, State Insurance (Gen.) Regulations, 1950	21 st December	ESIC Authorities	
4.	Monthly return of Provident Fund for the previous month	Paragraph 28 of Employees' Provident Funds	Employees' Provident Funds and	25 th December	Provident Fund Commission	

		Scheme, 1952	Misc. Provisions Act, 1952		r
5.	Submit return of declaration - Form No.3 & Form No.1-A	Regulation 14 Regulation 15-A	Employees' State Insurance Act, 1948, Employees' State (Gen.) Regulations, 1950	Within 10 days from the date of receiving the relevant papers	ESIC Authorities
6.	Notice for payment of gratuity in Form L/ Notice for inadmissible claim in Form M	Rule 8	Payment of Gratuity Act, 1972 and Payment of Gratuity (Central) Rules, 1972	Within 15 days of receipt of application	Applicant employee, nominee or legal heir
7.	Submit Form No.6	Regulation 26	Employees' State Insurance Act, 1948, Employees' State Insurance (Gen.) Regulations, 1950	Within 42 days of termination of the contribution period	ESIC Authorities
8.	Details of mode of payment of Gratuity	Section 9	Payment of Gratuity Act, 1972	Within reasonable time	Controlling Authority

4. OTHER LAWS

SALES TAX

January

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and The Bombay Sales Tax Rules, 1959	25 th January	Sales Tax Authorities	Status of Compliances
2.	Half yearly Contribution to Labour Welfare Fund	Section 6-BB	Bombay Labour Welfare Fund Act, 1953	15 th January	Maharashtra Labour Welfare Board	

March

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959	25 th March	Sales Tax authorities	Status of Compliances
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April

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and the Bombay Sales Tax Rules, 1959	25 th April	Sales Tax Authorities	Status of Compliances
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May

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and the Bombay Sales Tax Rules, 1959	25 th May	Sales Tax Authorities	Status of Compliances
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June

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and The Bombay Sales Tax Rules, 1959	25 th June	Sales Tax Authorities	Status of Compliances
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July

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and the Bombay Sales Tax Rules, 1959	25 th July	Sales Tax Authorities	Status of Compliances
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August

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and the Bombay Sales Tax Rules, 1959	25 th August	Sales Tax Authorities	Status of Compliances
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September

1.	Monthly return in Form N-18 and payment of Sales Tax for the previous month	Rules 22 and 23	The Bombay Sales Tax Act, 1959 and The Bombay Sales Tax Rules, 1959	25 th September	Sales Tax Authorities	Status of Compliances
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October

1.	Monthly return in Form N-18 and	Rules 22 and 23	The Bombay Sales Tax	25 th October	Sales Tax Authorities	Status of Compliance
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payment of Sales Tax
for the previous
month

Act, 1959
and The
Bombay
Sales Tax
Rules, 1959

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November

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|----|---|-----------------|---|---------------------------|-----------------------|-----------------------------|
| 1. | Monthly return in Form N-18 and payment of Sales Tax for the previous month | Rules 22 and 23 | The Bombay Sales Tax Act, 1959 and The Bombay Sales Tax Rules, 1959 | 25 th November | Sales Tax Authorities | Status of Compliance |
|----|---|-----------------|---|---------------------------|-----------------------|-----------------------------|

December

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|----|--|-----------------|---|---------------------------|----------------------------|-----------------------------|
| 1. | Monthly return in Form N-18 and payment of Sales Tax for the previous month | Rules 22 and 23 | The Bombay Sales Tax Act, 1959 and The Bombay Sales Tax Rules, 1959 | 25 th December | Sales Tax Authorities | Status of Compliance |
| 2. | Submission of quarterly return of Professional tax liability of Rs. 5,000 or more but less than Rs. 20,000 | Rule 11(3)(b) | The Maharashtra State Tax on Professions, Trades, Callings and Employment s Act, 1975 and The Maharashtra State Tax on professions, Trades, Callings and Employment s Rules, 1975 | 31 st March | Profession Tax Authorities | |