

NOTICE

AUGUST 30, 2025

**SOP for TDS Refund Process applicable to all customers**

Particulars	Earlier Process	Revised Process
<b>Customer Tax Category</b>	There were three price categories – <b>TDS, TCS &amp; Normal</b> . In the TDS category, when customer payment was received, the TDS amount was automatically recorded in the customer ledger.	Now there are only two price categories – <b>TCS &amp; Normal</b> . All customers who were earlier under the TDS category are now assigned to the Normal category.
<b>Customer Request for TDS Refund</b>	Customers who did not select the TDS price structure but deposited TDS had to submit documents (Form 16A, declaration, etc.) for the refund to be processed.	<b>No request is required</b> for FY 2025-26 onwards. TDS credit will be processed automatically.
<b>Credit Note Processing</b>	Manual processing based on documents received from customers.	GMDC downloads TDS <b>data 45 days after</b> the quarter-end, verifies it, and posts credit notes in the ERP for those customers who are verified to have deposited TDS with the Income Tax Department.
<b>Credit Amount</b>	TDS refund amount credited directly to <b>customer's bank account</b>	TDS credit posted directly in <b>customer's ledger in ERP</b>
<b>TAN Update</b>	Not mandatory in all cases	<b>Mandatory</b> – Customers must ensure their TAN is updated with GMDC for correct TDS credit.

**\*\* For the time being, TDS refund claims for the period up to 31.03.2025 may be considered as per the earlier process.**

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