

Month-Wise Compliance Calendar

Public Limited Company

Month	Compliance Type	Due Date	Details	STATUS
January	GSTR-1 (Quarterly)	January 13	Q3 (Oct - Dec) GST filing	
	GSTR-3B (Quarterly)	January 22/24	Q3 (Oct - Dec) GST return	
	TDS Return (Quarterly)	January 31	TDS return for Q3 (Oct - Dec)	
	ESIC Payment	January 15	Monthly ESIC contribution	
	PF Payment	January 15	Monthly PF contribution	
	Board Meeting (Quarterly)	By January end	At least one board meeting in Q4	
February	ESIC Payment	February 15	Monthly ESIC contribution	
	PF Payment	February 15	Monthly PF contribution	
March	ESIC Payment	March 15	Monthly ESIC contribution	
	PF Payment	March 15	Monthly PF contribution	
April	GSTR-1 (Quarterly)	April 13	Q4 (Jan - Mar) GST filing	
	GSTR-3B (Quarterly)	April 22/24	Q4 (Jan - Mar) GST return	
	TDS Return (Quarterly)	April 30	TDS return for Q4 (Jan - Mar)	
	MSME-1 Return (Half-Yearly)	April 30	MSME return for Oct-Mar half-year	
	ROC Form DIR-3 KYC	April 30	KYC for Directors	
	ESIC Payment	April 15	Monthly ESIC contribution	
	PF Payment	April 15	Monthly PF contribution	
	Board Meeting (Quarterly)	By April end	At least one board meeting in Q1	
May	ESIC Half-Yearly Return	May 11	ESIC return for Oct-Mar half-year	
	PF Payment	May 15	Monthly PF contribution	
June	TDS Certificate (Form 16)	June 15	Issuance of Form 16 for employees	
	ESIC Payment	June 15	Monthly ESIC contribution	
	PF Payment	June 15	Monthly PF contribution	
July	GSTR-1 (Quarterly)	July 13	Q1 (Apr - Jun) GST filing	
	GSTR-3B (Quarterly)	July 22/24	Q1 (Apr - Jun) GST return	
	TDS Return (Quarterly)	July 31	TDS return for Q1 (Apr - Jun)	
	Income Tax Return (Corporate)	July 31	Annual income tax return filing	
	ESIC Payment	July 15	Monthly ESIC contribution	
	PF Payment	July 15	Monthly PF contribution	
August	Board Meeting (Quarterly)	By July end	At least one board meeting in Q2	
	ESIC Payment	August 15	Monthly ESIC contribution	
September	PF Payment	August 15	Monthly PF contribution	
	AGM	September 30	Hold the Annual General Meeting (AGM)	
	TDS Return (Quarterly)	September 30	TDS return for Q2 (Jul - Sep)	
	ESIC Payment	September 15	Monthly ESIC contribution	
	PF Payment	September 15	Monthly PF contribution	
	Tax Audit Report	September 30	Submission of Tax Audit report (if applicable)	
	Director's KYC (DIR-3 KYC)	September 30	Annual KYC for directors using DIR-3 form	
October	MSME-1 Return (Half-Yearly)	September 30	MSME return for Apr-Sep half-year	
	GSTR-1 (Quarterly)	October 13	Q2 (Jul - Sep) GST filing	
	GSTR-3B (Quarterly)	October 22/24	Q2 (Jul - Sep) GST return	
	TDS Return (Quarterly)	October 31	TDS return for Q2 (Jul - Sep)	
	MSME-1 Return (Half-Yearly)	October 31	MSME return for Apr-Sep half-year	
	ESIC Payment	October 15	Monthly ESIC contribution	
	PF Payment	October 15	Monthly PF contribution	
	Financial Statements (AOC-4)	30 days from AGM	Filing of audited financials with ROC	
November	Annual Return (MGT-7)	60 days from AGM	Filing of annual return with ROC	
	Auditor Appointment (ADT-1)	15 days from AGM	Appointment or re-appointment of auditor	
	ESIC Half-Yearly Return	November 11	ESIC return for Apr-Sep half-year	
	ESIC Payment	November 15	Monthly ESIC contribution	
December	PF Payment	November 15	Monthly PF contribution	
	Annual GST Return (GSTR-9)	December 31	Filing of Annual GST return for the previous	
	ESIC Payment	December 15	Monthly ESIC contribution	
	PF Payment	December 15	Monthly PF contribution	
December	Board Meeting (Quarterly)	By December end	At least one board meeting in Q4	