

Month-Wise Compliance Calendar

Private Limited Company

Month	Compliance Type	Due Date	Details	STATUS
January	GSTR-1 (Quarterly)	January 13	Q3 (Oct – Dec) GST filing	
11 - GSTR-1	GSTR-3B (Quarterly)	January 22/24	Q3 (Oct – Dec) GST return	
20 - GSTR-3B	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	
11 - GSTR-1	PF Payment	February 15	Monthly PF contribution	
20 - GSTR-3B				
March	ESIC Payment	March 15	Monthly ESIC contribution	
11 - GSTR-1	PF Payment	March 15	Monthly PF contribution	
20 - GSTR-3B				
April	GSTR-1 (Quarterly)	April 13	Q4 (Jan – Mar) GST filing	
11 - GSTR-1	GSTR-3B (Quarterly)	April 22/24	Q4 (Jan – Mar) GST return	
20 - GSTR-3B	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	
11 - GSTR-1	PF Payment	May 15	Monthly PF contribution	
20 - GSTR-3B				
June	TDS Certificate (Form 16)	June 15	Issuance of Form 16 for employees	
11 - GSTR-1	ESIC Payment	June 15	Monthly ESIC contribution	
20 - GSTR-3B	PF Payment	June 15	Monthly PF contribution	
July	GSTR-1 (Quarterly)	July 13	Q1 (Apr – Jun) GST filing	
11 - GSTR-1	GSTR-3B (Quarterly)	July 22/24	Q1 (Apr – Jun) GST return	
20 - GSTR-3B	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	
	Board Meeting (Quarterly)	By July end	At least one board meeting in Q2	
August	ESIC Payment	August 15	Monthly ESIC contribution	
11 - GSTR-1	PF Payment	August 15	Monthly PF contribution	
20 - GSTR-3B				
September	AGM	September 30	Hold the Annual General Meeting	
11 - GSTR-1	TDS Return (Quarterly)	September 30	TDS return for Q2 (Jul – Sep)	
20 - GSTR-3B	ESIC Payment	September 15	Monthly ESIC contribution	
	PF Payment	September 15	Monthly PF contribution	
	Director's KYC (DIR-3 KYC)	September 30	Annual KYC for directors using DIR-3	
October	GSTR-1 (Quarterly)	October 13	Q2 (Jul – Sep) GST filing	
11 - GSTR-1	GSTR-3B (Quarterly)	October 22/24	Q2 (Jul – Sep) GST return	
20 - GSTR-3B	TDS Return (Quarterly)	October 31	TDS return for Q2 (Jul – Sep)	
	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	
	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	
November	ESIC Half-Yearly Return	November 11	ESIC return for Apr-Sep half-year	
11 - GSTR-1	ESIC Payment	November 15	Monthly ESIC contribution	
20 - GSTR-3B	PF Payment	November 15	Monthly PF contribution	
December	Annual GST Return (GSTR-9)	December 31	Filing of Annual GST return for the	
11 - GSTR-1	ESIC Payment	December 15	Monthly ESIC contribution	
20 - GSTR-3B	PF Payment	December 15	Monthly PF contribution	
	Board Meeting (Quarterly)	By December end	At least one board meeting in Q4	



ONLINE TRADE INFORMATION FOR INDUSTRIES

