



UNIVERSITY OF CALCUTTA

MEMORANDUM

Memo No. A/S/287/IT

Dated:31/01/2017

All the Teachers/Officers/Employees of University of Calcutta are requested to submit documents in support of their tax saving investments for the FY 2016-17, as proposed earlier, along with the format attached herewith. All the self attested photocopies of the documents should be attached with this format. **The format should be filled in duplicate, and the duplicate copy should be retained for self record.** The format duly signed by the concerned employees and their signature verified by their respective Heads, **should be submitted to the office of the Audit & Accounts, 3rd floor, I.T. Cell, latest by 31st March, 2017.**

Except for Public Provident Fund deposits, bank statements or photocopies of bank passbook would not be accepted as documentary evidence of house building loan repayment for self occupied house property, LIC premium, School Fees, Tax savings Fixed deposit etc. Photocopies of the Interest Certificates/Formal Receipts etc. have to be produced in such cases.

FILLED IN FORMAT ALONG WITH ITS DUPLICATE AND SELF ATTESTED PHOTOCOPIES OF DOCUMENT WILL RECEIVED BY THE I.T.CELL IN ALL WORKING DAYS FROM 3RD FEBRUARY, 2017 BETWEEN 11:00 A.M. TO 3:00 P.M.

The employee assessee shall be liable to bear the amount of Tax, interest and penalty, if any, payable to the Income Tax Department arising out of shortfall, if any, between declared/proposed amount and actual amount of Tax saving investments. Above mentioned Income Tax, Interest and Penalty would be deducted at a time from the Salary of any available month during the F.Y.2017-18.

All Establishment Sections/Head of Departments are requested to distribute the enclosed "DOCUMENTS SUBMISSION" form along with this "MEMORANDUM" at the earliest to each employee under their jurisdiction on an urgent basis.

AS.

Accounts Officer
University of Calcutta.

[Please See Overleaf]

Copy forwarded for information & necessary action to:

- 1) ✓The Vice-Chancellor, C.U.
- 2) The Pro-Vice-Chancellor for Academic Affairs, C.U.
- 3) The Pro-Vice-Chancellor for Business Affairs & Finance, C.U.
- 4) The Registrar, C.U.
- 5) The Controller of Examinations, C.U.
- 6) The Engineer, C.U.
- 7) The Inspector of colleges, C.U.
- 8) The Librarian, C.U.
- 9) The Deputy Registrar (Administration), C.U.
- 10) The Development and Planning Officer, C.U.
- 11) The Estate and Trust Officer, C.U.
- 12) The Accounts Officer (Acting), C.U.
- 13) The Internal Auditor, C.U.
- 14) The Secretary, Board of Residence, C.U.
- 15) The Secretary, Under Graduate Council, C.U.
- 16) The Superintendent, Establishment Section, Darbhanga Building, C.U.
- 17) The Office-in-Charge/Superintendent, Central Enquiry, C.U.
- 18) The Office-in-Charge/Superintendent, Sales Counter, C.U.
- 19) The Office-in-Charge/Superintendent, Vehicle Section, C.U.
- 20) The Caretaker, College Street, C.U.
- 21) The Superintendent, Telephone, College Street, C.U.
- 22) The Chief Cashier, C.U.
- 23) The Sports Officer/ Office-in-Charge, Sports Department, C.U.
- 24) The Secretary, U.C.A.C., College Street, C.U.
- 25) The Head, Journalism, C.U.
- 26) The Head, Library Science, C.U.
- 27) The Secretary, U.C.S.T.A. (Rajabazar), C.U.
- 28) The Secretary, Department of University Health Service, C.U.
- 29) The Secretary, Department of Medicine, C.U.
- 30) The Head, Economics, B. T. Road, C.U.
- 31) The Assistant Secretary, U.C.S.T.A. (Ballygunj), C.U.
- 32) The Superintendent, C.U. Press, C.U.
- 33) The Secretary, Department of Law, C.U.
- 34) The Assistant Secretary, U.C.A.C., Alipore, C.U.
- 35) The Head, V. L. College, Alipore, C.U.
- 36) The Head, Jute and Fiber Technology, C.U.
- 37) The Secretary, U.C.S.T.A. (Salt Lake Campus), C.U.

Sd/-

Accounts Officer
University of Calcutta

**TOP SHEET FOR SUBMISSION OF SELF ATTESTED PHOTOCOPIES OF
TAX SAVING INVESTMENTS DOCUMENTS FOR F.Y. 2016-17**

1. Employee Code (as per pay-slip): _____
 2. Name: _____ PAN: _____
 3. Designation: _____ Department: _____
 4. NSC purchased during the year 2016-17: ₹. _____
 5. Deduction for HBL:
 - a) * From Calcutta University: Principal: ₹. _____ b) Interest: ₹. _____ *(Documents not require)
 - b) From C.U. Co-operative Society: Principal: ₹. _____ b) Interest: ₹. _____
 - c) From Other funding Agency: Principal: ₹. _____ b) Interest: ₹. _____
 6. L.I.C. Premium Paid: ₹. _____
 7. P.P.F. Deposit: ₹. _____
 8. LIC Pension Funds: ₹. _____
 9. ULIP Premium Paid: ₹. _____
 10. P.L.I. Premium Paid: ₹. _____
 11. E.L.S.S.: ₹. _____
 12. Tuition Fees: ₹. _____
 13. Mutual Funds: ₹. _____
 14. Tax Saver Term deposit with Bank: ₹. _____
 15. Approved Shares: ₹. _____
 16. Sukanya Samridhi Yojana for Girl Child: ₹. _____
 17. Rajib Gandhi Eq. Sch. (Max. 50,000/-): ₹. _____
 18. National Pen. Sch. (Max. 50,000/-): ₹. _____
 19. Premium paid for Mediclaim Policy (other than C.U.): a) Self ₹. _____ b) Parents ₹. _____
 20. Premium deducted by University for C.U.M.I.S.: ₹. _____
 21. Others (please specify) _____ ₹. _____
- My latest Interest Income from Savings A/c of ₹. _____ Other Interest Income of ₹. _____
- My latest other source of income except Interest Income of ₹. _____

Total nos. of Photocopies submitted: _____ Nos.
--

Declaration

I hereby solemnly declare that I have no objection if the D.D.O. of Calcutta University deduct appropriate tax from my salary/pension of May, 2017 or any available month of 2017 along with interest of 1.5% per month as arrear tax for F.Y. 2016-17 in case of my failure to submit the copies of documents as mentioned in previously submitted Tax Savings Proposal Form.

Signature verified by HOD with Seal & Date

Full Signature of the Employee with date

Received _____ Nos. Photocopies by: _____ Dated _____

**RECEIVING TIME: 11:00 A.M. TO 3:00 P.M.
LAST DATE OF SUBMISSION: 31/03/2017**