



## UNIVERSITY OF CALCUTTA

### MEMORANDUM

Memo No. A/S/247/IT

Dated:17.05.2016

All the Teachers/Officers/Employees of University of Calcutta are requested to furnish their tax saving investments proposal for the F.Y. 2016-17 and other relevant information for Income Tax computation, in the format as attached herewith. **The filled in format along with its duplicate** duly signed by the concerned employees and their signature verified by their respective Heads, **should be submitted in the office of the Audit & Accounts, I.T. Cell latest by 15th June, 2016.**

**The assessee may change declared investment at any time during the period of 1<sup>st</sup> August,2016 to 31<sup>st</sup> December, 2016 by correction made on submitted form physically and if any change occur in computation of tax, the revised tax would be deducted at equal installment from salary of next month.**

**Self-attested Photocopies of documentary evidences as proof of investments actually made should be submitted to the office of the Audit & Accounts, latest by 31<sup>st</sup> March,2017. Separate format for submission of documentary evidence will be given in due time.**

**Bank statement or photocopy 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. except Public Provident Fund deposit.**

If any discrepancy between declared/proposed amount and actual amount of Tax saving investments occur then the employee assessee shall be liable to bear the amount of Tax, interest and penalty, if any, payable to the Income Tax Department. 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 "INVESTMENT PROPOSAL" form along with this "MEMORANDUM" at the earliest to each employee under their jurisdiction on an urgent basis.**

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, 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 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