

Jadavpur University

Ref. No.: REC/N/ 032 / 2021

Date: 5th February 2021

Sub: Verification of Income Tax saving data for the Income year 2021-2022


All concerned Employees/Pensioners of the University covered under Income Tax has co-operated in the early verification process, as required as per latest & revised instructions from the Income Tax Department, where we need to close & finalize the TDS figure within this month.

In the e-Payroll portal, we obtained the declarations from all the employees, which need to be verified physically in Pay Section. **As per given instructions published in the Pay-slip of December 2020 & January 2021, the verification process is already in progress. Pensioners can send the documents thru messengers.**

As February 2021 is the last salary-month in the current year 2020-2021, **we need the verification process to be completed by second week of the February, definitely before final salary / pension-bills of February 2021 are drawn. All concerned are required to get the savings related documents verified positively by 12th February 2021, so that all declared saving can be incorporated in the records as final and allowed as deductions, in the final assessment.** Otherwise, the declared savings will be disallowed. **Only verified data shall be incorporated in the Form-16, as per latest orders from IT Authority.** Any saving and deposits made after 12th February 2021 can't be accepted for calculation of TDS at JU. **Those having due date of payment of premium etc. in March, may exercise two options (i) To deposit the same in April 2021, for getting benefits next year; or (ii) To deposit in March and claim the refund from IT Authority through IT Return.**

From-16 [the TDS Certificate] for the 2020-2021: Employees having taxable income and those have TDS against Salary/ Pension income and have some TDS will get the TDS certificate in From-16 in the month of May-June 2021. Verification of From-26AS in the Income Tax website always suggested for verification of TDS deposited by JU and intimate us for any discrepancy found there, if any.

Co-operation of all concerned by getting the data verified by 12th February 2021 is essential for better and effective tax-assessment. Delay of such verification may compel us delay in release of Salary of February 2021.


Finance Officer

To

- All Department/ Sections/ Units/ Schools/ Centers
(Including Salt Lake Campus: Pay Section will visit SL Campus on 12 Feb 2021)
- Pay Section/ RB Cell for necessary finalization of TDS before 19th Feb
- Vice-Chancellor, Pro-Vice Chancellor, Registrar-JU
- System Admin... Please publish in JU Website