

JADAVPUR UNIVERSITY

Ref. No.: REC/N/ 007/2022

Date: 17.1.2022

C I R C U L A R

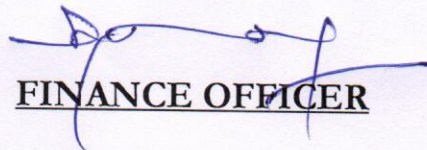
URGENT COMMUNICATION TO ALL CONCERNED FOR VERIFICATION OF SAVINGS DOCUMENTS

All Employees and Pensioners covered under Income Tax Act are requested to note that the final assessment of their dues under the Income Tax Act will be assessed in February 2022, as the month is the last Salary/Pension month of all. Thus, we need the savings/investment and other eligible expenditure related documents verified by all, specially those are not included in Pay bill and an employee or Pensioner requires the benefit of the same [Savings/ eligible expenditure / investment qualifying for deductions under the Income Tax Act] in the assessment of Tax here at JU.

Despite the continuation of many restrictions in attendance, we have started the verification physically from the first week of this month and it will continue till 14th February 2022, to allow the benefits all wants during the final Income Tax assessment here at JU. All concerned data if not available with us, with due verification, we will complete the assessment in February 2022 with the figures of Pay Section only and deduct total Tax in the February itself. The same notification has already been provided in the Pay slip of December 2021. We hope that the restrictions will be eased, in phases and we will get all possible help from all, by mid February 2022; as neither the salary date can be deferred nor the Income tax deadlines can be changed.

In JU, we accept Life Certificates (once) from the Pensioners, in the February & March every year, although February is preferred keeping in view of the renewal of JU Group Medclaim upto 20th February every year.

Hope to receive all possible help & cooperation from all concerned. Please attend Pay Section and R. B. Cell for the submission and verification of the aforesaid documents within 14th February 2022, positively.


FINANCE OFFICER

To,

All Concerned, including HoDs/Directors/Section-in-charges [Incl SL Campus],

All Teaching, Non-Teaching, Officers' & Pensioners Associations: Please circulate amongst all.

All Officers, Pay Section & R B Cell... for close coordination and report.

The Vice Chancellor/ Pro-Vice-Chancellors.. for information please.

System Administrator- for uploading the Circular in JU website.