

VISVA-BHARATI  
SANTINIKETAN  
ACCOUNTS OFFICE  
CIRCULAR

In order to enable this office to calculate the Income Tax on salaries for the Financial Year 2016-17, the employees of Visva-Bharati whose net annual income (salary and Income from other sources) exceeding maximum exemption limit i.e. Rs.2, 50000/- for F.Y. 2016-17 may please be intimated to furnish declaration in the enclosed proforma duly supported with valid documents under section 192 Income Tax Act, 1961.

The duly filled declaration forms with a Xerox copy of PAN card should reach this office latest by 30<sup>th</sup> Sept, 2016.

Any employee whose annual income exceeds Rs. 2.5 Lakhs and fails to submit his/her copy of PAN Card to the Accounts Office within the prescribed date then income tax will be deducted from salary as per applicable tax slab of the assessee.

This circular may please be brought to the notice of all concerned.

Memo.No. Act/ 1442/2016-17  
Dated: Santiniketan,  
The 09<sup>th</sup> Sept 2016

  
Accounts Officer / Joint. Registrar  
Visva-Bharati

Copy to:

1. Pro-Vice Chancellor / Directors / Principals of Bhavana/ Vibhagas
2. Head of All Academic and Administrative Departments/Centres / Offices
3. Internal Audit Officer
4. Joint Registrars/ Deputy Registrars / Assistant Registrars
5. CS to Vice-Chancellor
6. PA to the Registrar
7. Finance Officer
8. University Webmaster- With request to upload on University Website

  
9/9/16