



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, Delhi – 110075

No. F.IPU/Acctts/TDS/2014-2015/495

Dated : 11.02.2015

Circular

Subject: Regarding Deduction of Income Tax from salary for the financial year 2014-15.

Please refer to this office earlier communication on the subject and hereby give a final opportunity to all the Faculties / Officers & Staff of this University to submit their final savings along with documentary evidence etc to this office latest by 13/02/2015. Attention is also drawn of all the concerned to kindly go through their Income & taxes calculation sheet accessible on the University website under Employee login and if there is any discrepancy exclusion or inclusion or difference the same may be brought to the notice of undersigned in black & white with supporting document. Tax settlement will be done on the basis of details provided in the Employee Login. All the Faculties / Officers & Staff are further required to furnish their mobile number since the salary software is going to be updated & in future all concerned will be able to get SMS of their payments from salary dept.

This issues with the approval of Controller of Finance


(Praveen Kumar Gupta)

Drawing & Disbursing Officer

- 1 All Deans / Librarian.
- 2 All Directors.
- 3 Sup.Engineer, UWD.
- 4 All JR's / DR's/ ADR's/AR's/PRO
 - a) Affiliation
 - b) .Coordination
 - c) Gen.Admin./Purchase/Store.
 - d) Planning & Policy.
 - e) Academic
- 5 Jr (Personnel)
- 6 FO-I/FO-II/FO-III
- 7 AR to VC Secretariat
- 8 PS to Registrar
- 9 PS to COF
- 10 PS to COE
- 11 Server Room with the request to upload on University website along with income tax investment declaration form for the year 2014-15.
- 12 Guard File.