

UNIVERSITY SCHOOL OF MANAGEMENT STUDIES
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16-C, DWARKA NEW DELHI 78

Ref: GGSIPU/USMS/MBA /2018/ 599


Date: 29.08.2018

FACILITATION COUNTER FOR E-FILING OF INCOME TAX RETURN

For the benefit of all the employees of the University, a 'Facilitation Counter' will be in operation from 29th August, 2018 onwards till 31st August, 2018 from 11:00 A.M to 1:00 P.M and 2:00 P.M to 4:00 P.M to help in filling of income tax return. The person desirous to e-file his/her income tax return may visit Accounts Branch with the following documents:

- (i) A copy of last year's tax return
- (ii) Bank Statement
- (iii) TDS certificates
- (iv) Saving Certificate/deductions
- (v) Copy of Adhar Card

The counters will be jointly managed by the staff of Accounts Branch and trained students of the University School of Management Studies.


(Prof. Neena Sinha)
Dean USMS & CoF

Copy forwarded to the following for information:

- (1) Assistant Registrar to the Vice Chancellor, GGSIP University for kind information of the Hon'ble Vice Chancellor
- (2) Section Officer to the Pro Vice Chancellor, GGSIP University for kind information of the Hon'ble Pro Vice Chancellor
- (3) P.S to the Registrar, GGSIP University for kind information of the Registrar
- (4) Head, UITs- for uploading the same in the University Website.

For upload
TA, UITs
29-8-18