



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

website : [www.ipu.ac.in](http://www.ipu.ac.in)

No. F. IPU/Acctts/TDS/2016-17/309

Dated: 22-12-16

**Circular**

**Subject: Regarding Submission of Proof of Investment for the financial year 2016-17.**

As per the income tax guidelines, the DDO has to deduct income tax liability from the salary of employees on monthly proportionate basis and deposit tax in Govt A/c before the due date as prescribed by the income tax department and file income tax returns on quarterly basis. Therefore the aggregate tax is calculated on the estimated income and income tax is to be deducted on average. Salary details, other income and expected taxes are available on employee login.

Therefore, all employees of the University are requested to submit their proof of investments/savings and other income, if any. Further, if individual is availing HRA rebate, is directed to submit the Form No 10BA alongwith copy of rent receipt, copy of rent agreement for financial year 2016-17 and enable Accounts Branch to calculate Income and income tax. The last date of submission of proof is on before 27<sup>th</sup> December 2016. In case of non receipt of proof of investment, it will be presumed that there are no savings under various sections and income tax shall be deducted on the basis of saving details available in Accounts Branch.

**No saving will be accepted without PAN Number.**

This issues with the approval of Controller of Finance.

*Upadh*  
21/12/16  
(Veena Upadhyay)

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 →
  5. JR (Personnel)
  6. FO-I/FO-II/FO-III.
  7. AR to VC Secretariat.
  8. PS to Pro-VC Secretariat.
  9. PS to Registrar.
  10. PS to COF.
  11. PS to COE.
  12. Server Room with the request to upload on University website.
  13. Guard File.
- Affiliation
  - Coordination
  - Gen. Admn./Purchase/Store
  - Planning & Policy
  - Academic