

Reminder-1

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY  
FOR WOMEN  
Kashmere Gate Delhi – 110006

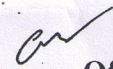
No. F.88/IGIT/Acctts/Salary/2015-16 | 2771

Dated : 13-1-2017

CIRCULAR

As you are aware that the computation of Income Tax for the year 2016-17 has to be done on the basis of income and savings of individual employees. For this purpose you are requested to submit your detail of income from other sources and savings alongwith proof of savings. Completed proforma may be submitted in Accounts Branch by 24<sup>th</sup> January, 2017 positively.

In case the required informations are not received within stiputed period, the calculations of Income Tax will be done on the basis of available record in Accounts Branch.

  
Dy. Finance Officer

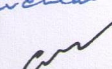
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Dated : 13-1-2017

Copy for information & necessary action to:

1. All H.O.D (MAE, IT,ECE, CSE, Applied Science),IDTUW.
2. In charge Maintence Cell, IGDTUW)
3. In-charge (IT Services)
4. In Charge (Stores) IGDTUW.
5. Librarian, IGDTUW
6. Chief Hostel Warden, IGDTUW.
7. In charge (G.A.) IGDTUW
8. PA to Hon'ble V.C.,IGDTUW
9. PA to Registrar, IGDTUW.
10. Guard File.

11. In-charge - web-server with the request to put this circular in our web and in google document.

  
Dy. Finance Officer