



UNIVERSITY OF CALCUTTA

MEMORANDUM

Memo No. A/S/ 06/IT

Dated: 16.05.2018

All the Teachers/Officers/Employees of University of Calcutta are requested to furnish their tax saving investments proposal for the F.Y. 2018-19 and other relevant information for Income Tax computation, in the format as attached herewith. The filled in format along with its duplicate duly signed by the concerned employees and their signature verified by their respective Heads, should be submitted in the office of the Audit & Accounts, 3rd floor, I.T. Cell latest by **15th June, 2018**.

The assessee may change declared investment at any time during the period of 1st August, 2018 to 31st December, 2018 by correction made on submitted form physically and if any change occurs in computation of tax, the revised tax would be deducted at equal installment from salary of next month.

Self-attested Photocopies of documentary evidences as proof of investments actually made should be submitted to the office of the Audit & Accounts, in the period from 1st January, 2019 to 31st March, 2019.

In case of those employees who will retired from service before 28th February, 2019 during the F.Y. 2018-19 all documentary evidences as proof of investments actually made should be submitted at least one month before of his/her retirement.

Bank statement or photocopy of bank passbook would not be accepted as documentary evidence against any savings for exemption.

In case of PPF, either Photocopy of PPF Book or Deposit Receipt would be accepted.

In case of LIC Premium, submit photocopies of Premium paid receipt and attach a separate tabular sheet stating Policy No., Name of Policy Holder, Relation with Incumbent, Date of commencement, Sum Assured, Mode of Payment.

In case of more than one borrower of house building Loan, benefit will be proportionately distributed among all the co-borrowers unless declaration of other co-borrowers denouncing the benefit is submitted.

If any discrepancy between declared/proposed amount and actual amount of Tax saving investments occur then the employee assessee shall be liable to bear the amount of Tax, interest and penalty, if any, payable to the Income Tax Department. Above-mentioned Income Tax, Interest and Penalty would be deducted at a time from the Salary/Pension of any available month during the F.Y.2019-20.

All Establishment Sections/Head of Departments are requested to distribute the enclosed "INVESTMENT PROPOSAL" form along with this "MEMORANDUM" at the earliest to each employee under their jurisdiction on an urgent basis.

[Please See Overleaf]

This "Memorandum", "Investment Proposal Form" and "Form for submission of documents" will be available in the website www.caluniv.ac.in under Audit & Accounts Menu.



Accounts Officer
University of Calcutta.

Copy forwarded for information & necessary action to:

- 1) The Vice-Chancellor
- 2) The Pro-Vice-Chancellor for Academic Affairs
- 3) The Pro-Vice-Chancellor for Business Affairs & Finance
- 4) The Registrar
- 5) The Controller of Examinations
- 6) The Internal Auditor
- 7) The Office-in-Charge, R. B. C.
- 8) The Accounts Officer (5th Floor, Centenary Building)
- 9) The Estate and Trust Officer
- 10) The Development and Planning Officer
- 11) The Head, Library Science
- 12) The Accounts Officer (3rd Floor, Centenary Building)
- 13) The Secretary, Board of Residence
- 14) The Secretary, Under Graduate Council
- 15) The Superintendent, Establishment Section, Darbhanga Building
- 16) The Office-in-Charge/Superintendent, Central Enquiry
- 17) The Office-in-Charge/Superintendent, Sales Counter
- 18) The Office-in-Charge/Superintendent, Vehicle Section
- 19) The Caretaker, College Street
- 20) The Superintendent, Telephone, College Street
- 21) The Secretary, U.C.A.C., College Street
- 22) The Secretary, U.C.S.T.A. (Rajabazar)
- 23) The Secretary/Office-in-Charge, University Health Service
- 24) The Head, Economics, B. T. Road
- 25) The Assistant Secretary, U.C.S.T.A. (Ballygunge)
- 26) The Superintendent, C.U. Press
- 27) The Secretary, Department of Law
- 28) The Assistant Secretary, U.C.A.C., Alipore
- 29) The Head, V. L. College, Alipore
- 30) The Head, Jute and Fiber Technology
- 31) The Superintendent, U.C.S.T.A. (Salt Lake Campus)
- 32) The Engineer
- 33) The Librarian
- 34) The Inspector of Colleges
- 35) The Deputy Registrar
- 36) The Sports Officer
- 37) The Head, Journalism
- 38) The Chief Cashier
- 39) The Office-in-Charge, A.T.M.

Sd/-

Accounts Officer
University of Calcutta