


## NOTICE

At the time of scrutiny of the Income Tax statements for the F.Y. 2022-2023 submitted by the teaching and non-teaching employees of the University, it is observed that the requiring copies of the documents like interest on HBL, re-payment of principal amount in respect of HBL, premium receipts for mediclaim, contribution on NPS and other deposit schemes etc. towards claiming rebate/deduction from the gross total income have not been submitted with the income tax statement by some of the employees/assesses. As the deduction of residual/final amount of Income Tax at source with the pay bill of February 2023 is a mandatory provision on the part of the DDOs, all concerned are, therefore, requested to submit the same by 22<sup>nd</sup> February 2023 positively to enable the office of the Finance Officer to draw the salary bill of February 2023 timely. In case of non-submission of the above by anyone, the DDO shall have to compute the Income Tax as per available valid documents/papers with the office and draw the salary bill of February 2023 accordingly. It is also requested to submit the copies of documents/papers physically to the office of the Finance Officer and not through e-mail.

This notice is issued in continuation of the earlier issued vide No. DHWU/FO/IT/19/2022 dated 07.11.2022.



Finance Officer  
Diamond Harbour Women's University

Copy forwarded for information and necessary action to:

1. The Hon'ble Vice Chancellor, DHWU
2. The Registrar, DHWU/The Controller of Examinations, DHWU
3. Dean of Arts, DHWU/Dean of Science, DHWU
4. All the HODs, DHWU, with request to convey the issue to all the teaching employees under his/her Department.
5. Office Copy



Finance Officer  
Diamond Harbour Women's University