



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(formerly Bengal Engineering and Science University, Shibpur)  
HOWRAH – 711 103

No.12F/2015-16/161

Date: 06.01.2016

NOTICE

**Sub : Income Tax Deduction for the financial year 2015-16**

In spite of our earlier circular, a large number of employees are yet to submit their projected income tax for the financial year 2015-16 and to deduct the same from the salary for the months of January and February, 2016, the last date was 10<sup>th</sup> December, 2015.

It is understood that to calculate one's income tax is a cumbersome process and therefore in order to help the employees, it is arranged that Mr. Abhinav Agarwal, our Tax Consultant will be present at the Office of the Accounts Officer from 11.01.2016 to 15.01.2016 from 11.30 a.m. to 3.00 p.m. daily. All are, therefore, requested to kindly meet him and finalise the income tax amount to be payable during 2015-16 and accordingly submit their consent to the Accounts Section for deduction of income tax from the salary of January and February, 2016.

In this context, it may kindly be noted that it would be very much difficult for the Accounts Office to submit the return and income tax on the basis of salary drawn by individual employee. Any shortfall of deduction will attract huge interest and penalty on the Institute itself. So it is once again requested to all concerned to take this opportunity to finalise their income tax payable during 2015-16 and inform the Accounts Section of the deduction towards income tax in the month of January and February, 2016 without fail.

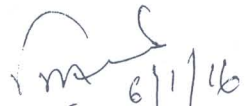
This may be treated as most urgent.

Sd/- S. N. Datta  
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of the Departments/ Schools /Centres
3. All Section in-charge
4. All Officers
5. Personal Secretary to the Director
6. Institute Website
7. File Copy.

- All are requested to kindly circulate amongst the employees in his/her Department/ Office/Section.

  
6/1/16  
Finance Officer (Actg.)