



SAMBALPUR UNIVERSITY
JYOTI VIHAR: BURLA – 768 019
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Letter No. 152 /Accounts-I
From : The Comptroller of Finance,
Sambalpur University.

Dated the, 11/1/23

To,

The Chairman, P.G.Council/All Heads of the P.G.Departments/Director, HRDC/Director, CDOE/ Programme Coordinator, Private Examination Cell/Librarian/ All Officers/ All Section Officers/V.C's Unit/ Registrar's Unit/Type Pool/University Guest House/ University Health Centre/Principal, L.R.Law College, Sambalpur/Head Master, University High School, Jyoti Vihar/Principal, Jyoti Vihar Higher Secondary School, Jyoti Vihar.

Sub:- Assessment of Income Tax Payable for the financial year, **2022-2023** and assessment of monthly Income Tax Deduction for the financial year **2023-24**.

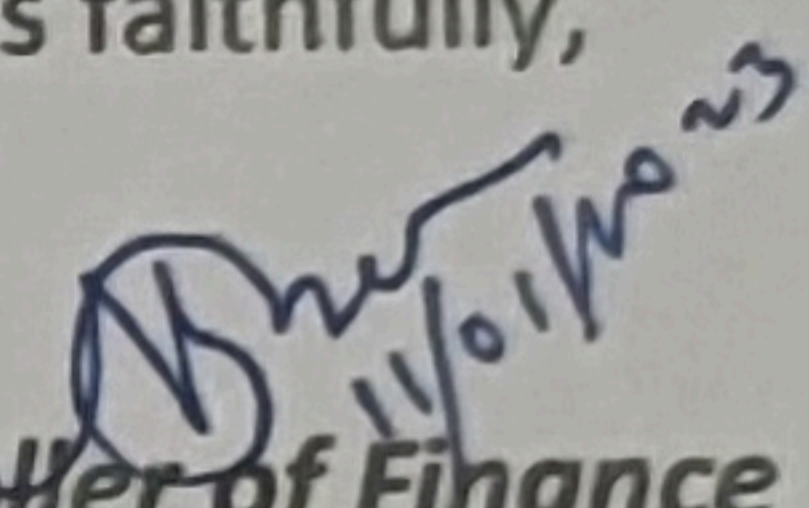
Sir/Madam,

I would like to request you to inform the employee under your control whose annual salary including arrear exceeds **Rs.5,00,000/-** to furnish information in the prescribed proforma in duplicate for provisional assessment of Income Tax for Financial Year, **2022-23**. The proforma will be available in the Accounts-I Section after **13th January, 2023** and the last date for submission of the Proforma shall be **10th February, 2023**. The declaration form (both old and new format) can also be downloaded from the website : www.suniv.ac.in of Sambalpur University.

The employees concerned are requested to enclose relevant copies of the receipts/deposits for which deduction/reliefs have been claimed and to submit Xerox copy of **PAN Cards** with provisional assessment of the Income Tax.

Provisional deduction of Income Tax from the salary of **March, 2023** and onwards will be made for financial year **2023-24** on the basis of the assessment of the Income Tax for the year **2022-23**. The salary for the month of **February, 2023** of respective employees shall be released only after the Income Tax liability is ascertained and deduction made accordingly.

Yours faithfully,

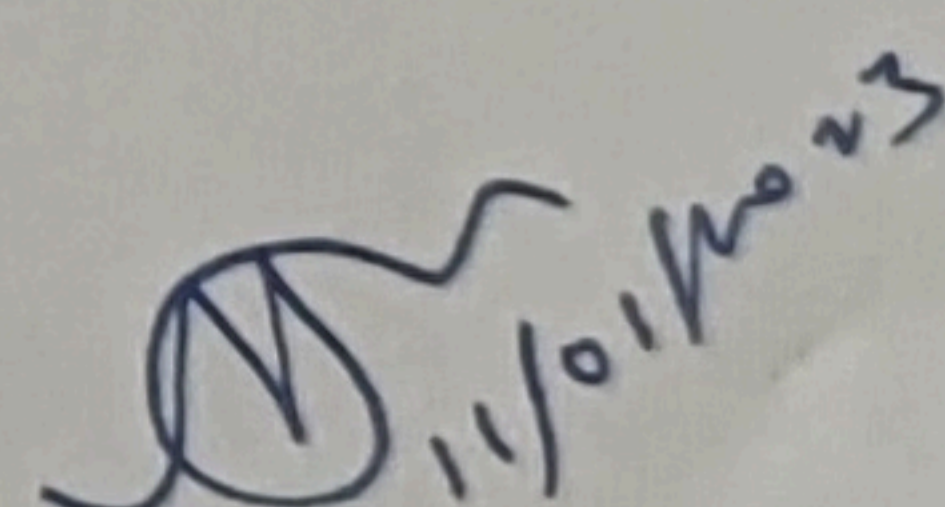

Comptroller of Finance

Memo No. 153 /Accounts-I

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Copy to the Bill Section/Pension Section for information. The Ledger of Pay particulars of the assesses be brought upto date. Total salary paid to each assesses and admissible deduction for the purpose of Income Tax Assessment be worked out and duly authenticated by the Budget-cum-Accounts Officer be supplied to Accounts-I Section positively by **07.02.2023** for scrutiny and assessment of Income Tax failing which the office will calculate the quantum of IT for **2022-23** as per information available in the office. The salary of the month of **February, 2023** may not be drawn without ascertaining from Accounts, the amount of Income Tax deductible from such salary. No forms of employees will be accepted by **Diary Section** if **Permanent Account Number (PAN)** is not quoted in the form.

Five (05) spare copies to Accounts-I Section.


Comptroller of Finance