

**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

website : [www.ipu.ac.in](http://www.ipu.ac.in)

No. F. IPU/Accts/TDS/2022-23/

Dated: 06/12/2022

**Circular**

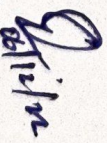
**Subject: Regarding Submission of Proof of Investment for the financial year 2022-23.**

As per the income tax guidelines, the DDO has to deduct income tax liability from the salary of employees on monthly proportionate basis and deposit tax in Govt A/c before the due date as prescribed by the income tax department and file income tax returns on quarterly basis. Therefore the aggregate tax is calculated on the estimated income and income tax is to be deducted on average. Salary details, other income and expected taxes are available on employee login.

Therefore, all employees of the University are requested to submit their proof of investments/savings as per their declaration for financial year 2022-23 so as to enable Accounts Branch to calculate Income and income tax. The last date of submission of proof is on/before 23 December 2022. In case of non receipt of proof of investment, it will be presumed that there are no savings under various sections and income tax shall be deducted on the basis of saving details available in Accounts Branch.

**No saving will be accepted without PAN Number.**

This issues with the approval of Controller of Finance.

  
(Eka Bhatnagar)  
Drawing & Disbursing Officer

1. All Deans, University School of Studies
2. In charge -Library
3. All Directors, GGS IP University
4. Sup. Engineer, UWD.
5. All JR's/DR's/ADR's/AR's/PRO, GGS IP University
6. JR (Personnel), GGS IP University
7. AFO-I/AFO-II, GGS IP University
8. AR to VC Secretariat, GGS IP University
9. PS to Registrar, GGS IP University
10. PS to COF, GGS IP University
11. PS to COE, GGS IP University
12. Incharge UITTS with a request to upload on the University Website
13. Guard File.