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

website: www.ipu.ac.in

No. F. IPU/Acctts/TDS/2024-25/

Dated: 02/04/2024

<u>Circular</u>

Subject: Regarding Deduction of Income Tax from salary for the Financial Year 2024-25.

In accordance with the provisions contained in Section 204 of Income Tax Act, it is incumbent upon the DDO to compute the Income Tax on salaries of the employees and to deduct the same proportionately, in equal installments.

Therefore, all employees of the University are requested to intimate the details of their proposed savings for the financial year 2024-25 in the enclosed format latest by 15th April 2024 to enable Accounts Branch to calculate estimated Income and income tax, failing which it will be presumed that there are no additional savings to declare and income tax shall be deducted on average basis after consideration of saving details available with the Accounts Branch.

Submission of PAN is mandatory and No rebate on savings will be allowed if PAN is not mentioned.

→ Affiliation → Coordination

Gen. Admn./Purchase/Store

Planning & Policy

This issues with the approval of Controller of Finance.

(Ekta Bhatnagar) Drawing & Disbursing Officer

1. All Deans/Librarian.

2. All Directors.

All JR's/DR's/AR's/PRO

3. JR (Personnel)

4. FO-I/FO-II/FO-III.

5. AR to VC.

6. PS to Registrar.

7. PS to COF.

8. PS to COE.

Server Room with the request to upload on University website along with income tax investment declaration form for the year 2024-25.

10.Guard File.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi - 110 078

website: ipu.ac.in

Name of Department & Employee Code PAN No. (Mindardy Compulsory to 16) Mobile No. & E. Mail Address Dear Surf Madem Knoth Control of Made		& Designation		
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