

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

NO.BILL1/14123/SSUS/2013

Date: 01.12.2015

CIRCULAR

**Sub:- Final statement of Income Tax for the financial year 2015-16 -
Reg**

All officers whose estimated income exceeds Rs.2,50,000/- (Rupees Two Lakhs and fifty thousand Only) for the period from 01.04.2015 to 31.03.2016 are requested to submit the final Income Tax Statement on or before 20.12.2015.

It is obligatory for all employees to quote PAN and to include income from all sources including examination duties and medical reimbursement received above Rs.15000/- (Rupees Fifteen Thousand Only) during the financial year 2015-16 in the statement and also to furnish proof of all investments made during the current financial year along with the statement.

In the case of retired employees the total income including pension should be included in the statement, and the details of tax already deducted may be shown separately.

All Directors / Controlling Officers should satisfy themselves that proofs of investments made are enclosed with the final statement of income tax forwarded by them. In the case of officers who fail to furnish the statement within the stipulated time, income tax will be assessed on the assumption that there is no additional savings other than that in the salary and the balance amount of tax will be deducted in equal installments from the salary for the months January 2016 and February 2016 without further notice.

No proof regarding the savings will be accepted after 31st January 2016 and the claim for such savings will not be considered for the final assessment of tax.

Sd/-
FINANCE OFFICER

Copy to:-

The Directors of all R.C's / Main Centre, Kalady
P.S.to V.C/Registrar/F.O
All JRs/DRs/ARs
All Sections