



Hansraj College

University of Delhi
Mahatma Hansraj Marg, Malka Ganj
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हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग, मल्कागंज
दिल्ली 110007

Date: 01st December, 2021

REMINDER NOTICE

All the employees are requested to declare their proposal of investments/ savings for the financial year 2021-2022. The details should reach us by 15-12-2021, Wednesday so that appropriate income tax could be deducted from the salary. The proof of saving will be collected later, so the declaration can be submitted without the proofs.

In case of non-receipt of any information it will be presumed that there are no savings under various sections to be made and income tax shall be deducted appropriately on monthly basis.

In case of you fail to submit proof of documents duly self-attested within the prescribed date, income tax as due shall be deducted from the salary for the same. For incorrect/false information the penalty/interest levied by the income tax department may be imposed.

S.O. (Accounts)

A.O.(Accounts) *[Signature]* 11/11/2021