

**Date: 04.02.2022**

**NOTICE**

All the employees are requested to submit the investments/ savings proofs for the financial year 2021-2022. The details should reach us by **15-02-2022, Tuesday** so that appropriate income tax could be deducted from the salary.

**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)