



BABA GHULAM SHAH BADSHAH UNIVERSITY
RAJOURI (J&K)

(OFFICE OF THE CHIEF PAY AND ACCOUNTS OFFICER)

Telephone No.: 01962-241008

Email Id: cpao@bgsbu.ac.in

(Most urgent)

CIRCULAR


In order to make assessment of Income Tax for the Financial year 2024-25 in individual cases of Salaried Officers/ Officials falling under the income tax provision, it is impressed upon all Officers/ Officials to kindly furnish the following information to this office **by or before 12-02-2025 through Controlling officers**, failing which the salary for the month of February,2025 shall not be drawn.

1. Details of deposits such as LIC, PPF, Fixed Deposit Tax Saver and other such deposits exempted from Income Tax.
2. Detail of repayment of Housing Loan if any and interest thereon with proof of documents.
3. Detail of Income other than salaries.
4. PAN Number.

As such all the officers/Officials are informed to submit their option / declaration form by or before 12-02-2025 positively, so that their income tax will be calculated as per their option exercised i.e **old tax regime or new tax regime**.

NO : BGSBU/Finance/25/ 565

Dated 31-01-2025


Chief Pay & Accounts Officer

BGSBU Rajouri

Copy to:-

1. Dean Academic Affairs.
2. Dean of all schools of studies.
3. Director CBS/ Tourism and Hospitality.
4. Controller of Examination.
5. Principal SOET / Polytechnics.
6. Heads of all teaching departments.
7. Principal /Coordinators of Nursing Colleges.
8. All Deputy Registrars.
9. Executive Engineer works.
10. Sr. Assistant Librarian.
11. Medical Officer/ Security Officer/ Placement Officer.
12. Aboriculturist and Landscaping officer./ Incharge Day Care Centre.
13. Incharge Camp office Jammu /Regional Office Srinagar/ Sub office Kishtwar.
14. Incharge University website (www.bgsbu.ac.in)
15. P.A to Registrar.
16. Vice Chancellor's secretariat for kind information of Hon'ble Vice Chancellor.
17. Office Copy.