



Tel. Phone: 01962-241008
Email Id: cpao@bgsbu.ac.in

BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI (J&K)
OFFICE OF THE CHIEF PAY AND ACCOUNTS OFFICER

(Most urgent)

CIRCULAR

In order to make assessment of Income Tax for the Financial year 2021-22 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 20-02-2022 through Controlling officers**, failing which the salary for the month of February, 2022 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 20-02-2022 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/22/946
Dated 10-02-2022

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. Special Secretary to HVC for information of the Hon'ble Vice Chancellor.
7. Heads of all teaching departments.
8. Principal /Coordinators of Nursing Colleges.
9. All Deputy Registrars.
10. Deputy Director Sports.
11. Executive Engineer works.
12. Assistant Librarian.
13. Medical Officer/ Security Officer/ Placement Officer.
14. Aboriculturist and Landscaping officer./ Incharge Day Care Centre.
15. Incharge Camp office Jammu /Regional Office Srinagar/ Sub office Kishtwar.
16. Incharge University website (www.bgsbu.ac.in)
17. P.A to Registrar.
18. Office Copy.

Accountant
Finance Section