



CIRCULAR

All the staff members are hereby informed that those who are paying Income Tax, have to submit savings particulars i.e. Insurance, Housing Loans, PPF etc. to Accounts Department for finalization of TDS for the Financial year 2018-19. The tax will be deducted every month from the salary.

PRINCIPAL

Copy to:

1. **Secretary – for kind information**
2. **Correspondent – for kind information**
3. **All HODs & Staff – CE/EEE/ME/ECE/CSE/S&H/MBA/Diploma: for information**
4. **A.O for information and necessary action.**

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