



RAJIV GANDHI UNIVERSITY
RONO HILLS ITANAGAR-791112

No. Fin/Income Tax-2055/2017-18 (Vol-IV)

Dated 26th November 2021

OFFICE MEMORENDUM

Sub: Deduction of Income Tax at source u/s 192 of the IT Act 1961 during financial year 2021-22, Assessment year 2022-23

To facilitate the Finance branch for accurate assessment of income and tax and deduction thereon at source under section 192 of Income Tax Act – 1961, all teaching and administrative staff members whose income exceeds Rs. 2, 50, 000/- p.a. for both male and female employees during the year 2021-22 are required to submit a statement showing details of their income and amount claimed for exemption/rebate in tax along with photocopies of supporting documents (in duplicate)

The income tax assesses are requested to download the assessment form attached herewith and submit to the undersigned along with photo copies of PAN Card, insurance premium paid and other investments admissible for exemption of income tax on or before 10th December 2021 after duly furnishing all information.

Further all concerned employees are requested to mention their PAN number on the Assessment Form which has been made mandatory by the Income Tax Department for proper credit of tax to the Central Govt. account. The Income Tax Department will not accept the Assessment Form/Return without PAN number.

This OM does not apply to those who are exempted from paying income tax under relevant provisions of the Income Tax Act.

Sd/- Tikendra Nath
Assistant Registrar (Finance & DDO)

Memo No. Fin-2011-06 (Vol-IV)
Copy to:

Dated 26th November 2021

1. PS to Vice-Chancellor for information please.
2. P. S. to Registrar for information please
3. P. S. to Controller of Examinations for information please
4. P. S. to Finance Officer for information please
5. All Deans for information please
6. All Heads of departments for information and necessary action please
7. The Librarian for information and necessary action please
8. The Jt. Registrar (Fin/Exam/Aca) information and necessary action please
9. The Jt. Director, Computer Centre for information and necessary action please
10. Dy. Registrar (Est.) information and necessary action please
11. The Executive Engineer (C) information and necessary action please
12. The Assistant Registrar (Fin/Aca/Exam/Est) for information and necessary action please
13. The Estate Officer for information and necessary action please
14. The System Analyst for information and necessary action please
15. All Section Officer for information and necessary action please


Assistant Registrar (Finance & DDO)