

TIME BOUND/ IMPORTANT

**ICAR- INDIAN INSTITUTE OF SOIL SCIENCE
NABIBAGH, BERASIA ROAD, BHOPAL-38**

F.No. 6-7/2017-18/C&B/IISS

Dated: 6/12/2017

CIRCULAR

In order to assess the Income Tax deduction at source for the year 2017-18 all the officers/ staff of the Institute, whose Income on account of pay and allowances, Honorarium etc. exceeds Rs.2,50,000/- are liable for tax deduction at source, are requested to furnish the relevant information in the enclosed Income Tax proforma, completed in all respects to bill section latest by **15/12/2017**. The duly filled and completed Income Tax Proforma along with Annexure-I,II,III & IV may be submitted by the due date positively, failing which necessary deduction towards income tax shall be made as per Government of India's order after taking into account the pay & allowance etc. drawn/ admissible during the current financial year allowing permissible deductions as per rules. The blank Income Tax Proforma along with Annexure-I,II,III & IV may be downloaded from your E-mail id and submitted to the office duly signed within due date. If any of the annexure is not applicable to you, the same is also required to be attached indicating as not applicable.

Note- Please attach the proof of each document against which the rebate is sought.


(P.S. Sunil Kumar)

Drawing & Disbursing Officer

To

1. All Officers/ Staffs, IISS, Bhopal (The proforma along with annexures and salary statement of the concerned has been attached as Zip/rar file in the respective email – id 'ICAR allotted E-Mail/Personal Mail' of all the staff)
2. I/c AKMU, IISS, Bhopal for uploading on Institute website.