



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

CIRCULAR NO : IITKGP/ACCTTS/ITAX/2022-23/02 Dt 04.01.2023

Sub: Time Extension for Submission of Declaration Form for Deduction under Chapter VIA, 80C and others.

All Faculty members, Officers, Staff and pensioners are hereby requested to submit Income Tax Declaration Form online(**Those who have not yet submitted**) for the Financial Year 2022-23 to claim deduction under Chapter VIA, 80C and others as per Income Tax Act (Extended to the responsibilities of DDO as per Income Tax Act) by using IIT KGP's ERP.

In order to process salary up to the month of January 2023 by taking into account the eligible deduction, all Faculty members/Officers/Staff/Pensioners are requested to fill up the declaration form online latest by **12th January 2023**. A signed hard copy of the Declaration Form generated need to be submitted to Accounts Section along with all documents in support of claims for deduction mentioned in the Declaration Form by 12th January, 2023. , the Final Tax instalment for the financial year 2022-2023 will be deducted from the salary for the month of February 2023.

No further revision of declaration will be allowed after 12th January 2023.


Registrar

To

1. All Head of the Departments/Centres/Schools/Sections/Units - for circulation
2. Chairman, ERP

Copy for information to:

1. Secretary, Office of the Director
2. Secretary, Office of the Deputy Director
3. Secretary, Office of the Registrar,
4. Deputy Registrar