



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(formerly Bengal Engineering and Science University, Shibpur)
HOWRAH – 711 103

No.12F/2017-18/006

Date : 20.04.2017

C I R C U L A R

Sub : Issuance of Form-16 for those who have claimed exemption under House Building Loan / House Rent

Attention of all the staff members is hereby sought towards the circular No.12F/2016-17/166 dated 21.12.2016 regarding declaration of investment whereby declaration from staff and faculty members was required to be furnished in the format provided. However, the following irregularities have come to our notice:

1. The details of Landlord (PAN, Address etc.) have not been provided,
2. PAN, Name and address of the Lender in case of claim for housing loan interest has not been provided in majority of the cases.


Kindly note that in absence of such details the credit for the deduction towards respective items would not be provided and further TDS would be deducted from the current period's salary.

Therefore all the staff members who have not provided the above info in the declaration forms are hereby requested to provided the same within 25th of this month, failing which action as elucidated above would be initiated.

Sd/- S. N. Datta
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of Department / Schools / Centres
3. All Officers
4. All Sections In-charge
5. Institute Website
6. File Copy


20/4/17
(S. N. Datta)
Finance Officer (Actg.)