



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103**

No.162F/2024-25/017

Date : 22.05.2024

**CIRCULAR**

All Faculty Members, Officers and Staff Members who have not yet submitted the Form- 12BB and proof of savings for claiming exemption and/or deduction as per Income Tax Act, 1961 for the financial year 2023-24 are once again requested to submit the same within **30<sup>th</sup> May, 2024** for preparation of Form-16.

Any Self-Assessment/Advance Tax paid directly through bank challan would not be considered as credit for the purpose of tax deduction payment and if there is any short deduction of tax, the same will be deducted from the pay bill of June or July, 2024.

Sd/- Alok Kumar Maity  
Joint Registrar (Finance)

Copy forwarded for information and necessary action to :

1. Office of the Director
2. All Heads of the Departments/ Schools /Centres
3. Registrar
4. All Officers
5. Institute Website
6. File Copy.

Joint Registrar (Finance)

*[Handwritten signature]*  
22/05/2024