



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

No.162F/2021-22/060

Date: 04.08.2021

CIRCULAR

All Faculty Members, Officers and Staff Members who have not yet submitted the proof of savings for claiming exemption and/or deduction as per Income Tax Act, 1961 for the financial year 2020-21 are once again requested to submit the same within **13<sup>th</sup> August, 2021** for issuance of Form-16.

In case of non-receipt of any document as stated above, Form-16 will be issued based on the deduction made from the monthly salary.

Any Self-Assessment/Advance Tax paid directly through bank challan would not be considered as credit for the purpose of tax deduction payment.

Sd/- Alok Kumar Maity  
Dy. Registrar (Finance)

Copy forwarded for information and necessary action to :

1. Private Secretary to the Director
2. All Heads of the Departments/ Schools /Centres
3. Registrar
4. All Officers
5. Accounts Section
6. Institute Website
7. File Copy.

Dy. Registrar (Finance)

04/08/21