



शहीद सुखदेव कॉलेज ऑफ़ बिज़नेस स्टडीज़
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय) / (UNIVERSITY OF DELHI)

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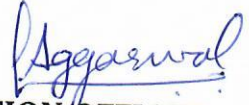

Dated: 17.09.2021

CIRCULAR

All members of staff are requested to fill the attached proforma with a self-attested copy of relevant documents for claiming Income Tax rebates/deductions etc. for the financial year 2021-22 (Assessment Year 2022-23).

Those employees who wish to make savings at a later stage shall inform the office in advance. In case the same is declared at a later stage, excess deduction of income tax, if any, shall have to be claimed from the Income Tax Department.

The duly filled proforma shall be submitted in Accounts Section **LATEST BY 30.09.2021**


SECTION OFFICER
(ACCOUNTS)


C C to:

1. Mr. Sumit Lamba, Sr.P.A. – for information of the Principal Office and email to all staff members.
2. Mr. Mayank Sahni – to upload the circular on the college website