



# राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An INSTITUTE OF NATIONAL IMPORTANCE)

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No./NITRR/ACC/2017-18/.....<sup>1761</sup>

Raipur, Dated: 24/10/2017

## Circular

All the employees of Institute (both regular and contractual) are hereby requested to submit Income Tax Declaration Form for the Financial Year 2017-18 (as uploaded in the institute website) in Account Section **latest by 03<sup>rd</sup> November 2017**, otherwise Income Tax will be deducted from the earnings of concerned employees as per the information available in the Institute record.

Also, those employees (especially contract Teaching/Non-Teaching staff) who have not yet submitted their PAN details are required to submit the same **by 03<sup>rd</sup> November 2017**. In the absence of PAN details, Income tax deductible at source from salary will be computed as per provisions given u/s 206AA of Income tax Act. The resultant tax liability in such cases will be recovered from the salary/security deposit or any other dues payable to the concerned employees.

Link for IT Declaration Form: [http://www.nitrr.ac.in/admin\\_downloads.php](http://www.nitrr.ac.in/admin_downloads.php)

  
**Registrar (I/c)**  
**NIT Raipur**

### Copy to:

1. PS to Director for information.
2. All Deans/HODs/Section Heads for information and circulation among all the officials/staff.
3. Webmaster, to upload the circular in the Institute website.