

FINANCE & ACCOUNTS DEPARTMENT

CIRCULAR

9th January, 2016

Sub : Submission of Actual Proof of Savings for Financial Year 2015-16

Please refer to our Circular dated 10th April 2015 regarding submission of proposed savings for Financial Year 2015-16.

Now all the employees who have given details of proposed savings are requested to submit the proof of Actual savings on or before 15th January to payroll section.

In case, the actual proof of savings are not received on or before the due date as stated above, the tax will be computed as per provisions of Income Tax without considering the amount of proposed savings.

All are requested to adhere the above schedule.


Suresh Goyal
Jt. General Manager (F&A)