



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय  
(कटौती अनुभाग)

Office of the Registrar  
(Recovery Unit)

No. IIT (BHU)/Recovery/IT Circular/2019-20/ 12029.

Dated: 03.01.2020

The Deans,  
The Heads of the Departments/Offices/Units,  
The Coordinators of the Schools,  
The Admin. Wardens/Wardens of the Hostels,  
All the Drawing and Disbursing Officers,  
Indian Institute of Technology (BHU)

**IMPORTANT**  
**URGENT**

**Subject: Regarding submission of document(s) related to Rebate on Income Tax.**

Dear Sir/Madam,

This has reference to the earlier circular no. IIT(BHU)/Recovery/IT Circular/2019-20/5405 dated 13.09.2019 regarding submission of Self Declaration Forms and supporting documents by the employees of the Institute for the Financial Year 2019-20.

In this connection, it has been observed that many employees of the Institute have not attached photocopies of investments against which exemptions have been claimed. Therefore, the employees, who have not yet submitted the relevant documents with their Self Declaration Forms, are once again requested to submit the same latest by **31st January, 2020** in Recovery Section of IIT(BHU). In the absence of relevant documents, the rebate claimed in Income Tax by the employee will not be extended to them.

This may kindly be brought to the notice of all the concerned.

Yours faithfully,

*Joint Registrar (Accounts)*  
*3/01/20*  
*Nafey*  
*03/01/2020*