



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/2017-18/15783.

Dated: 30.11.2017

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**

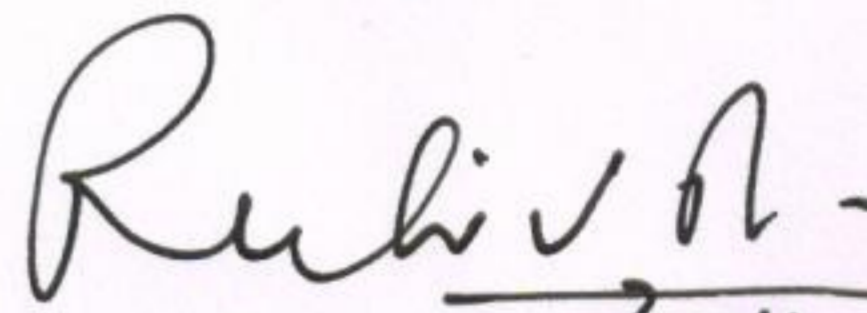
**Subject: Regarding submission of Self Declaration form of Income Tax.**

Dear Sir,

This has reference to our earlier circular no. IIT(BHU)/Recovery/IT Circular/2017-18/10459 dated 08.09.2017 regarding submission of Self Declaration Forms and supporting documents by the employees of the Institute for the Financial Year 2017-18. In this connection, it has been observed that some employees have not submitted Self Declaration form while some employees have submitted their Self Declaration forms online only but the hard copy alongwith supporting documents have not yet been submitted to Recovery Section, IIT(BHU).

In view of above, those employees who are yet to submit their Self Declaration forms with supporting documents, are once again requested to fill the same online and submit the print out of Self Declaration form alongwith the photocopies of relevant documents latest by **10th December, 2017** in Recovery Section of IIT(BHU), failing which, the Income Tax will be deducted from the salary as per the applicable rates of Income Tax in accordance with I.T. Act, 1961, on the basis of payments and deductions made as per the records of this office.

Yours faithfully,

  
Assistant Registrar (A/c's.)-IT  
30-11-17 30/11/17