

**KIRORI MAL COLLEGE, DELHI**  
**ACCOUNTS DEPARTMENT**

December 15, 2016

**IMPORTANT NOTICE**

All the members of Teaching/Non-Teaching Staff are requested to contact Sh. Rajiv, Assistant in the Accounts Branch in connection with the calculation of their Income Tax for the Financial Year 2016-2017 (Assessment year 2017-2018), from 15-12-2016 to 06-01-2017, failing which the college will be bound to deduct applicable TDS from the salary on the basis of documentary proof/Declaration available in the Department.

Further, you are also requested to furnish the photocopies of the documents/certificates/receipts, etc. latest by 15<sup>th</sup> January, 2017. Accounts Department will not entertain any request for refund of excess income tax recovered if any due to not furnishing of the aforesaid information. The same can only be claimed from Income Tax Department.

  
OFFICIATING PRINCIPAL  
