

KABI JOYDEB MAHAVI DYALAYA

Estd.-2007

A Govt-aided Degree College Affiliated to the University of Burdwan

ILLAMBAZAR, BIRBHUM, PIN-731214, Phone No-9233389964

Website-www.kjmahavidyalaya.co.in, Email:kjmahavidyalaya@gmail.com

Notice-8/20

All the full-time teaching and non-teaching staff working in substantive posts in this College are hereby requested to furnish all the information relating to their income tax for the financial year 2019-20 in prescribed format along with scanned copies of the relevant documents via email to the College email (kjmahavidyalaya@gmail.com) within 05.09.2020 for the preparation of the Form-16 as required by the office of the DDO. The prescribed format can be downloaded from the College website; the editable version of the format can be had upon request through mail from Mr. Bhaskar Ghosh, non-teaching staff or Mr. Bharat Das, Secretary, Teacher's Council. All are requested to treat this as urgent and abide by the deadline.

Checklist for the Documents:

1. Prescribed format.
2. House Building Loan Certificate (if any).
3. Consolidated Certificate/Receipt of Premium for Life Insurance Premium and Mediclaim (if any).
4. Certificates of Investment for mutual fund, NSC, KVP or anything else under 80C (if any).
5. Receipt of Payment of Tuition Fees for not more than two children.
6. Rent Certificate along with Rent Deed as well as proof of online payment of rents.
7. Certificate of any donation for charity.

N.B.-All are requested to send the documents via attachment in a single mail to the College unless sorting of the documents would be rather problematic.

Sd/-

Principal