

No: A3/Income Tax/2018

Govt: Engineering College, Thrissur

Dated: 19/01/2018

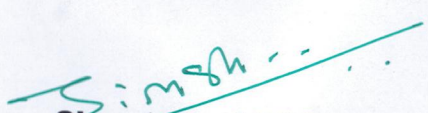
CIRCULAR

**Sub: Govt: Engineering College, Thrissur – Income Tax Statement
2017-18 –Reg:-**

All Gazetted & Non-Gazetted officers of this Institution are directed to submit 3 copies of Income Tax Statement for the year 2017-18 and Form No 16 with supporting documents on or before 08/02/2018. Total income should include Gross salary for the period from March 2017 to February 2018, earned leave surrender ,Part-time allowances, Pay Revision/ AICTE arrear,Salary and DA arrear drawn ,if any, during this period. The salary of those officers , who fail to submit the statement in time or those whose submit incorrect or incomplete statement will be withheld from the month of February 2017.

DDO Name : Girish V R

Designation: Administrative Assistant


Signature of DDO
ADMINISTRATIVE ASSISTANT
Govt.Engineering Colege, Thrissur

To

- 1. HOD All Departments , to circulate among all staff**
- 2. Notice Board (staff)**
- 3. Office**
- 4. s/f & o/c**
- 5. Website - CCP**