

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



KOCHI-22

Dated: 08.01.2021

CIRCULAR

Sub:- Final Income Tax statement for the Financial Year 2020-21 (Assessment Year 2021-22)
under Section 192 of the IT Act, 1961, and related matters – reg.

Ref :- Circular No: Payroll A/IT/2020-21 Dated: 08/12/2020

In continuation to circular referred, the following may also be noted in connection with the final settlement of Income Tax for the Financial Year 2020-21.

All employees who are claiming Income Tax Deductions under direct savings need to submit originals/certified copies of all such savings on or before **18/01/2021**, failing which tax as applicable will be deducted from the salary for the months of January 2021 and February 2021. In the case of savings (Mediclaime policies) with due dates after 18/01/2021, employees should submit an undertaking to the effect that they will be making actual payment for the same in this Financial Year itself.

Kindly consider the matter as most urgent.

Sudheer M S *

Finance Officer

* This is a computer generated document. Hence no signature is required.