University of Jammu

<u>Circular</u>

It is hereby circulated for the information of all concerned that the Income Tax deduction for the current financial year 2015-16 as per the information available and provided by the individual employee in the Accounts Branch has been entered in the University record.

However, in case there is some additional income other than salary i.e remuneration, honorarium etc., which has not been included in the worksheet, the concerned employee may take steps to deposit the same at his/her own level and the University shall not be responsible for any default on the part of the individual employee.

No. Accounts/Salary/2016/ 2055-3054 Dated: 24-03-2016



Copy to:

- 1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the worthy Vice-Chancellor.
- 2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies.
- 3. Sr. P.A. to the Registrar/Controller of Examinations.
- 4. Director, DDE/CDC/DLL/DIQA/Physical Education/HRDC/Centre for studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/Centre for IT Enabled services & Management.
- 5. Dean Student Welfare/Provost (Boys's/Girl's Hostel)/Dean Student Placement.
- 6. All Rectors/Directors, Offsite Campuses
- 7. All Heads of the Teaching Departments of the University
- 8. I/c General Zorawar Singh Auditorium
- 9. I/c Librarian, Dhanvantri Library
- 10. Programme Coordinator, NSS
- 11. Medical Officer,UHC
- 12. All Wardens of University Hostels
- 13. All Joint/Deputy/Assistant Registrars
- 14. Executive Engineers,UWD
- 15. Manager Guest House
- 16. Security Officer
- 17. All Sections
- 18. Guard File