

MOST IMMEDIATE

DELHI TECHNOLOGICAL UNIVERSITY
(FORMERLY DELHI COLLEGE OF ENGINEERING)
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI – 110042

F.5/DTU/AC/Income Tax/F.Y.2014-15/ 10793-98

Dated: 31/10/14

OFFICE ORDER

In order to comply with the instructions of Income Tax Department, Government of India circulated from time to time on its website or otherwise, that every employer should deduct Income Tax at source proportionately in monthly installments from the salary disbursed to their employees during every financial year. It is, therefore, informed to all the employees of this university that TDS will be deducted on proportionate basis in monthly installments.

Further all the employees/assesses are hereby requested to kindly submit their details/copies of savings, income from other sources (if any), etc. for the CFY 2014-15 immediately latest by 10-11-2014 in Accounts Branch, failing which their tax liability shall be calculated on the basis of available records and balance tax due for the F.Y.2014-15 will be deducted w.e.f.November'2014 to February'2015.

It is further to inform that income tax calculations in respect of all faculty staff has been updated on the salary package website and can be seen at www.ultrasoftindia.com or www.ultrasofttechindia.com by selecting login and then to select Delhi Technological University and further by selecting individual followed by employee code and password. For any assistance regarding employee code or password one can approach Accounts Branch.

(SITA RAM)
D.D.O.

Copy forwarded for information and necessary action to :

1. P.A.to V.C. for information please.
2. Registrar, DTU for information please.
3. All Deans, for information and n/a please.
4. All HOD's with the request to circulate this office order amongst all their faculty/staff expeditiously, as it was noticed in earlier years the circular was not properly circulated by them in their Department/Labs, etc. as reported by the staff concerned.
5. All Branch In-charges/A.R's/Sr. Librarian/Store Officer/H.O.I. with the request to circulate this office order amongst all their staff expeditiously.
6. Head Computer Centre, DTU with the request to kindly upload this circular on DTU Website./Notice Board.

(SITA RAM)
D.D.O.