



**31.10.2017**

## **NOTICE**

Under Section 192 of Income Tax Act, it is obligatory on the part of the employer to deduct Income Tax at source from salary of the employees.

**Teaching and Non - Teaching Staff** members are required to inform in writing income tax saving for the financial year 2017-2018 by 20-11-2017, failing which income tax will be deducted from their salary without any further notice.

Employees who wish to avail exemption of HRA are required to submit the original Rent Receipt duly signed by owner for the month of **April 17, July 17, and October-17** by **20-11-2017** positively.

**Principal**