



**ESI-POST GRADUATE INSTITUTE OF MEDICAL SCIENCES & RESEARCH &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC(EZ)
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 176**

No. H.41.F.25/13/94/I. Tax

Date: 15/12/2017

C I R C U L A R

Sub: Submission of particulars regarding deduction of Income Tax for the Financial Year 2017-18 (AY – 2018-19)

All officers (Regular/Contractual) and staff-members (Regular/Contractual) of this Hospital and Medical College are requested to submit their respective savings/investment details, intended for getting relief or exemption under the Income Tax Act 1961, as per the proforma enclosed, for effecting Income Tax deduction for the Assessment Year 2018-19 relevant to the financial year 2017-18. While calculating the Tax liability, all income components, received or receivable during the financial year, are required to be incorporated. The completed proforma must be submitted in this office **latest by 06.01.2018**, failing which the deduction of Income Tax will be made by the office as per rule and based on records available with it. Specific and pertaining documents, duly self-attested, legible in all aspects, must be enclosed with the said proforma in support of savings/investments so declared.

Before submitting the fully filled up Form along with self-attested documents, relevant guidelines, as enclosed, may please be referred to.

(AMITAVA DUTTA)
Asstt. Director (Admn.)/DDO

To: All Concerned
