



Government of West Bengal  
Office of the District Inspector of Schools (S.E.)  
Bankura

Memo No. 293/s

Date:-04/02/2020

From : The District Inspector of Schools (S.E.),Bankura.

To : All Headmaster/ Headmistress/ Teachers-in-Charge of Secondary Schools/ Madrasah under Bankura district

Sub : Deduction of Income Tax from the salary requisition for the month of Feb'2020.

He/She aware to the fact that, he/ she is the authority to submit salary requisition of all teaching & Non teaching staff of his/her school/ Madrasah through i-OSMS2.

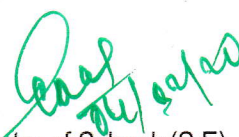
He/She is requested to deduct the due amount of Income Tax for the Financial Year 2019-20, if any of the teaching and non-teaching staff of his /her school/ Madrasah from the salary requisition for the month of Feb'2020 as per existing Rules as framed by the Income Tax Department.

He/ She is also requested to collect and preserve all relevant documents/records in connection with the exemption of Income Tax in favour of all staff of his/her school/ Madrasah in his/her custody for future reference.

Liability will be fixed upon him/ her for any kind of short deduction of Income Tax of his / her staff.

In this regard he is further requested to furnish a certificate with the salary requisition for the month of Feb'2020 in the following manner:-

**"This is to certify that, the residue amount of Income Tax if any for financial year 2019-20 of all the teaching and non teaching staff of this schools has already been deducted from the salary requisition of Feb'2020"**


  
District Inspector of Schools(S.E)  
Bankura  
04/02/2020

Memo No. 293/1(3)/s

Date:-04/02/2020

Copy forwarded for information and taking necessary action to:-

1-3) The Assistant Inspector of Schools(SE),Bankura Sadar/ Bishnupur/ Khatra Sub-Division.

  
District Inspector of Schools(S.E)  
Bankura  
04/02/2020