



Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura

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Memo No. 286/S

Date:-01/02/2022

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

To : All Headmaster/ Headmistress/ Teachers-in-Charge of JR.high/High/HS Schools/ Madrasah under Bankura district

Sub : Deduction of Income Tax from the salary requisition for the month of Feb'2022

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 OSMS.

He/She is requested to deduct the due amount of Income Tax for the Financial Year 2021-22, if any of the teaching and non-teaching staff of his /her school/ Madrasah from the salary requisition for the month of Feb'2021-22 as per existing Rules as framed by the Income Tax Department.

He/She is also requested to collect and preserve all relevant 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'2022 in the following manner

"This is to certify that, the residue amount of Income Tax if any for financial year 2021-2022 of all the teaching and non teaching staff of this schools has already been deducted from the salary requisition of Feb'2022."

(Signature)
District Inspector of Schools (S.E)
Bankura

Date:- 01/02/2022

Memo No. 286/1(3)/S

Copy forwarded for information and wide circulation:-

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

(Signature)
District Inspector of Schools (S.E)
Bankura