

Govt. of West Bengal

Office of the District Inspector of
Schools (Secondary Education),
Bankura



SIKSHA BHAVAN
SCHOOL DANGA, BANKURA,
W.B-722101
Email- disebankura@gmail.com
disebankura2018@gmail.com
PHONE - (03242)-253305
FAX - (03242)-253305

Memo No: 252/s

Date: 07.02.2023

From: The District Inspector of Schools (SE), Bankura

To: The HOIs of Jr High/ High/ HS Schools/Madrasahs of District Bankura .

Subject: **Deduction of Income Tax from the salary requisition for the month of Feb 2023**

All HOI(s) are requested to deduct the due amount of Income Tax for the Financial Year 2022-2023, if any, of the teaching and non teaching and non teaching staff of their Schools/ Madrasahs from the salary requisition for the month of Feb 2023 as per existing Rules as framed by the Income Tax Department.

HOI(s) are also requested to collect and preserve all relevant records in connection with the Exemption of income tax, if applicable, in favour of all staff for future reference.

Liability will be fixed upon HoI(s) for any kind of short deduction of income tax of staff.

In this regard HOI(S) are further requested to furnish a certificate with the salary requisition for the month of Feb 2023 in the following manner:

“ this is to certify that the residue amount of Income tax if any for financial year 2022-23 of all the teaching and non-teaching staff of this school has already been deducted from the salary requisition of Feb 2023”.



District Inspector of Schools (SE)
Bankura

date: 07.02.2023,

Memo: 252/1(1)/s

Copy forwarded for information and taking necessary action to:

1. The Assistant Inspector of Schools of all Subdivisions under the District with a request to sent the copy of this memo to the concerned Schools


District Inspector of Schools (SE)
Bankura