

**Govt. of West Bengal**  
Office of the District Inspector of  
Schools (Secondary Education),  
Bankura



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Memo No: 196/S,

Date: 01.02.2024

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 2024**

All HOI(s) are requested to deduct the due amount of Income Tax for the Financial Year 2023-2024, if any, of the teaching and non teaching staff of their Schools/ Madrasahs from the salary requisition for the month of Feb 2024 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 2024 in the following manner:

**“ this is to certify that the residue amount of Income tax if any for financial year 2023-24 of all the teaching and non-teaching staff of this school has already been deducted from the salary requisition of Feb 2024”.**

District Inspector of Schools (SE)  
Bankura

date: 01.02.2024 .

Memo: 196/1(3)/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