



22<sup>nd</sup> February, 2017

## C I R C U L A R

It is hereby informed to the teaching and non teaching staff that those who have come under the purview of TDS and submitted the self declaration form to the Chief Accounts Officer are instructed to submit all the proofs as per the submitted self declaration form on or before 5<sup>th</sup> March, 2017, failing which, the TDS as per the Income Tax Act will be deducted from the salary due for the month of February, 2017. No further reminder will be issued in this matter.

Hence, all are once again instructed to submit the required proofs to the CAO on the stipulated date without fail.

  
**DIRECTOR**

DIRECTOR  
Aditya Institute of Technology  
And Management  
TEKKALI

Copy to: Principal/Dean) A&P)/Dean (FS) for information.

Copy to: All HODs/In-charges/CAO for information

**NOTE: HODs are instructed to widely circulate the circular and take signature of each staff for their information.**

