



UNIVERSITY OF JAMMU

(NAAC Accredited 'A+' Grade University)

JAMMU (J&K)-180006

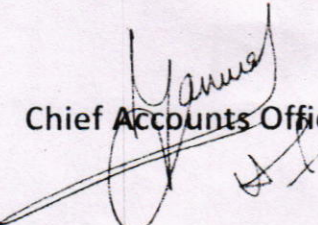
NO./ITX/23/35

DATED: 29/12/2023

CIRCULAR

It is circulated for the information of all the HODs, Directors/Rectors and Controlling Officers of the various Campuses / Departments that as the last date of depositing of taxes with concerned quarters is 7th of every month, the last date of submission of cheques (in respect of Income Tax/GST Collection and Deduction) in the Income Tax Section shall be 5th of every month. All cheques shall be enclosed with photocopy of original bills along with details of Gross Amount, Taxable Amount and Penalty, if any, and must reach the Income tax section on or before 5th of every month, so that there is at least one working day for processing it and the same can be submitted with the Income Tax / GST Authorities well within time. Cheques submitted after 5th will not be entertained and penalties on account thereof shall have to be borne by the concerned Department.

These instructions are brought to the notice of all, after due approval


Chief Accounts Officer

Copy to:

1. Special Secretary to the Vice Chancellor, University of Jammu.
2. Sr. P.A to the dean Academic Affairs/Dean Research Studies.
3. Sr. P.A to the Registrar/ Controller of Examinations.
4. Dean Student welfare/Provost (Boys/Girls)/Dean Student Placement
5. All Rectors/Directors, Offsite Campuses.
6. All Heads of Teaching Departments of University of Jammu.
7. I/C librarian, Dhanvantri Library.
8. I/C General Zorawar Singh Auditorium.
9. I/C Director, Computer Center.
10. Incharge, Services.
11. Mr. Vinod Parihar, Assistant Programmer for uploading on University Website.