



Government of West Bengal  
Office of the District Inspector of Schools (S.E.)  
Bankura

Memo No. 149/1(822)

Date: 11/01/2017

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

To : All Headmaster/ Headmistress/ Teachers-in-Charge of Secondary Schools/ Madrasah under Bankura district

Sub : Deduction of Income Tax from the salary requisition for the month of Feb'2017

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 2016-17, if any of the teaching and non-teaching staff of his /her school/ Madrasah from the salary requisition for the month of Feb'2017 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'2017 in the following manner:-

**“This is to certify that, the residue amount of Income Tax if any for financial year 2016-17 of all the teaching and non teaching staff of this schools has already been deducted from the salary requisition of Feb'2017”**

  
11.01.2017  
District Inspector of Schools(S.E)  
Bankura