



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

Department of Finance

No: BKU/FO/ 1003/2025

Date: 28/02/2025

Circular

All employees are hereby requested to submit the **Declaration** in prescribed format given below regarding deduction of Income Tax from their salary for the Financial Year 2025-2026 to the Office of the Finance Officer within 13th March, 2025.

Cooperation in this regard is solicited.

This circular is issued with approval of the competent authority.


Finance Officer
Bankura University
FINANCE OFFICER
BANKURA UNIVERSITY

Declaration

To
The Finance Officer
Bankura University
P.O.- Purandarpur
Bankura-722155

Dear Sir,

I, Prof./Dr./Shri/Shrimati.....
.....(designation), Employee Code.....
.....(Department) do hereby authorize the University to
deduct the Income Tax @ Rs.....per month from my salary for the
period from March,2025 to February,2026.

Thanking you,

Yours faithfully,

Date-

.....
(Signature)