



Ref. No. 1/FIN(Pay)/Income Tax/2016-17/

Dated: 03<sup>th</sup> November'2017.

### MEMORANDUM

In terms of Section 192 of the Income Tax Act, 1961, all concerned salaried employees are required to pay Income Tax at Source. Accordingly, all concerned employees of Tea Board, are hereby requested to forward the undersigned the relevant information as per prescribed proforma latest by 15<sup>th</sup> November, 2017 positively either by hard copy or through through e-mail to [finpaysection@gmail.com](mailto:finpaysection@gmail.com). Information requested as per enclosed proforma will be used for calculating the quantum of Income Tax to be deducted from salary of the respective officials for the year 2017-18. **In the event of non-receipt of information within stipulated date, it will be presumed that they have no other outside savings for the financial year 2017-18.**

This may kindly be treated as **MOST URGENT**.

Encl: As stated

Sd/-  
(Pradip Kumar Das)  
Accounts Officer

**Distribution:**

- 1.All Officers of the Board (excepting Chairman/Dy.Chairman(I/C) & FA&CAO/Secretary.
- 2.All concerned Officials of the Board.
- 3.P.A's Chairman/Dr.Chairman (I/C) & F.A&C.A.O/Secretary.

