

No. CUJ/Finance/Income Tax/63/888

**Reminder - I**  
Dated: 28<sup>th</sup> November, 2022

**Notice**

**Sub: Filing of Income Tax Self-Declaration proforma through e-Samarth portal.**

In continuation to the notice of even no. dated 26<sup>th</sup> October, 2022 issued by Finance Department on the subject cited above, it is again requested to all the teaching and non-teaching officers/staffs of Central University of Jharkhand to submit their income tax declaration for the assessment year 2023-24 (FY 2022-23) in prescribed proforma through e-Samarth portal latest by **02/12/2022 positively**.

2. All concerned are requested to login into their e-samarth account and go through payroll management > declare your income tax > select view declaration under year 2022-23 > fill in information as per proforma > calculate and submit. Any difficulty in filing/required clarification may be brought to the notice of the Finance Officer through email i.e [fo@cuj.ac.in](mailto:fo@cuj.ac.in) latest by 30/11/2022.

3. Mismatch in gross amount as enquired by many employees will be taken care of during final calculation of deductions and TDS by the Finance Department. The gross amount has been auto generated and includes the 14 % of NPS employer contribution. The said amount is eligible for direct deduction from the gross salary. As such, all are instructed to fill in and submit the declaration of their claimed deduction/exemption.

3. In case of non-submission of details within the stipulated time, TDS shall be deducted at appropriate rate considering no deduction/exemption sought by the claimant. **No request for consideration of deductions and change in TDS shall be entertained after 02/12/2022. This may be treated as Urgent.**

3. Relevant documents (hard copies) in support of deduction/exemption as declared in proforma are required to be submitted in Finance Section by 31/01/2023.

4. This issues with the approval of the Competent Authority.

  
28/11/22  
Finance Office (I/c), CUJ

Copy for information to:

- (i) All Deans/Heads/Coordinators of Department, CUJ
- (ii) Dean, Academics Affairs/ Director, IQAC
- (iii) Dean, Research & Development (R&D) Cell
- (iv) Librarian/CoE/DSW/Chief Proctor
- (v) I/C Estates/I/C Technical Cell/I/C Guest House
- (vi) All D.Rs/A.Rs/M.O/S.O/All teaching and non-teaching employees of CUJ
- (vii) PS to the Hon'ble V.C
- (viii) PS to the Registrar
- (ix) P.S to the F.O