

Ref. No. CUJ/FIN/IT/2025-26/693

Date: 23 June, 2025

NOTICE

1. This is for the information of all concerned that FORM – 16 (Part – A & B) of the FY 2024-25 (AY-2025-26) for filing of income tax return is available on SAMARTH Portal.
2. All the Teaching and Non-Teaching employees of the University are hereby requested to follow the following steps for downloading the **FORM 16 (Part – A & B)** through SAMARTH Portal:-

Step No.	Instruction
01	Login on Samarth Portal by Employee ID
02	Click on Employee Services Tab on the left side of the screen
03	Click on Profile Tab under Employee Tab
04	Click on Documents Tab on the left side of the screen under Profile Tab
05	Then download the FORM 16 (Part – A) and FORM 16 (Part – B) separately on clicking the PDF icon

AKB 23/6/2025
वित्त अधिकारी
FINANCE OFFICER

Copy for information:-

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2. The Controller of Examination /The Librarian
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4. All Heads / Coordinators of Departments
5. DSW/ Co-ordinator, NCC/ Co-ordinator, NSS / Co-ordinator (Alumni Cell)
6. Transport I/c / Purchase I/c / EE I/c/ I/c Health Center/ Estate I/c
7. Sport I/c/ Guest House I/c/ Technical Cell I/c/ PIC (Internal Audit)
8. All DRs / PRO / RTI Cell/Hindi Cell/ ARs / Security Officer
9. All Sections/ Cells of the University/ University Website
10. PS to Vice Chancellor / PS to Registrar / PS to Finance Officer
11. Notice Board, Concerned File & Guard File