



झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)  
(Established by an Act of Parliament of India in 2009)  
Homepage: <http://www.cuj.ac.in>

**REMINDER-I**

Ref. No. CUJ/FIN/INCOME TAX/2023-24/07/...41 Dated: 7..... November, 2023

**सूचना / NOTICE**

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

In continuation to the notice of even no. dated 18<sup>th</sup> May, 2023 issued by the Finance Department on the subject citive above, it is again requested to all the teaching and non-teaching officer/staffs of Central University of Jharkhand to submit their income tax declaration for the assessment year 2024-25 (FY. 2023-24) in prescribed proforma through e-Smarth Portal latest by **20.11.2023 positively**.

2. All concerned are requested to login into their e-Samarth portal account and go through payroll management > declare your income tax > select view declaration under year 2023-24 > fill in information as per proforma > calculate and submit. Any difficulty in filing / required clarification may be brought to the notice of Finance Officer through e-mail i.e. [fo@cuj.ac.in](mailto:fo@cuj.ac.in). In case of non-submission of details within the stipulated time, TDS shall be decucted at appropariate rate considering no deduction/exemption sought by the claimant. **No request for consideration of duedctions and change in TDS shall be entertained after 20.11.2023. This may be treated as Urgent.**

3. Relevant documents (hard copies) in support of deduction / expemption as declared in proforma are required to be submitted in Finance Section by 15.02.2023

4. This is issued with the approval of the Competent Authority.

वित्त अधिकारी  
Finance Officer

Copy for Information to :

1. All Deans /Heads/Coordinators of Department, CUJ.
2. Dean, Academic Affairs / Director, IQAC.
3. Dean, Reasearch & Development (R&D), Cell.
4. Librarian / CoE/ DSW/Chief Proctor.
5. Purchase Section I/c/ Estate I/c / Technical Cell I/c/ I/c Guest House.
6. DRs/ EE (I/c)/PRO/ARs/SO/All Teaching and Non-teaching employees of CUJ.
7. PS to the Vice Chancellor
8. PS to the Registrar
9. PS to the Finance Officer
10. Technical Cell to upload in university website.
11. All Notice Board
12. Guard File

वित्त अधिकारी  
Finance Officer