

RAJYA SABHA SECRETARIAT
ESTT. (A/Cs) & BUDGET SECTION

No. RS.2(ii)/2016/Circular I Tax/Estt.(A/cs) & Budget **Dated the 4th January, 2017**

CIRCULAR NO. 19

**Sub:- SUBMISSION OF PROOF OF SAVINGS FOR INCOME TAX –
FINANCIAL YEAR 2016-17. ...**

...

All the employees of the Secretariat who have not yet submitted the copies of their savings like receipts of LIC/PLI/PPF/ Rent receipts/ Provisional Interest Certificates on House Building Advances or loan/ Medi-claim Policy etc. are requested to submit the same to this Section by 13th January, 2017 positively failing which those documents would not be accounted for calculation of final tax liabilities for the financial year 2016-17.

2. Subsequent request for inclusion of the aforesaid documents at a later stage would neither be considered nor would any revision of tax statement be done at the Section's level. However, the employee in such cases would be free to claim refund of tax, if any, from the income tax office in due course by filling up his/her income tax return.

(K.N. EARENDRA KUMAR)
JOINT DIRECTOR

To,

**All Sections/PSs; PAs to Officers
Offices of Hon'ble Chairman,
Office of Deputy Chairman and Office of Leader of Opposition
P&AO, Rajya Sabha**