

Panjab University, Chandigarh

No. 13662-69/A

Date: 28/01/21

It has been observed that on the Income Tax deduction vouchers pertaining to manual salary/arrear bills, the reference of concerned employee/deductee is not mentioned. As a result of which sometime it becomes difficult to trace the concerned employee/deductee for the purpose of filing of Income tax, and for future reference.

It is therefore, advised that in all the Income tax deduction vouchers pertaining to manual payments of salary/arrear the details i.e **Name and P.F. No. of Employee, Gross Amount, Net Paid and Tax Deducted**, must be mentioned.

Raj Manchanda
Deputy Registrar (Accounts) 27/1/2021

Issued to:

1. Assistant Registrar (Salary)
2. Assistant Registrar (Fee-Checking)
3. Assistant Registrar (G&P)
4. Assistant Registrar (Budget)

Copy to:

1. ACLA with request not to pass any Income Tax Deduction voucher pertaining to manual salary/arrear without the above mentioned details.
2. FDO for information.