

COLLEGE OF ENGINEERING, PUNE

(An Autonomous Institute of Govt. of Maharashtra)

Wellesley Road, Shivajinagar, Pune – 411 005.

☎: 020 – 25507310 📠 : 020 – 25507299

E-mail id – acco@coep.ac.in

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ANNUAL SALARY STATEMENTS - 2015-16

All staff members (Teaching & Non Teaching) are requested to collect your **Annual Salary Statements** for the year 2015-16 (**March 2015 to Nov 2015 Actual Salary & Dec 2015 to Feb 2016 Projected Salary**) from Accounts Department during the working hours. Following instructions are strictly followed while collecting the same from Accounts Department.

Instructions :

1] Please check your **Sr. No.** from (file name - **Income Tax - Staff List 2015-16**) the list is available on web site under "**Notices**" tab and inform the same on Accounts Counter which will help our Account Clerk to locate proper statement and handover to the concern staff member. All heads of Departments are requested to inform all your staff (irrespective of Taxable Income) for collection of above statement.

2] All are requested to check **Annual Salary** details with your monthly salary pay slips received during the year 2015-16 (**March 2015 Salary reflected in April 2015, April 2015 Salary reflected in May 2015 and so on**) and inform us the correctness on or before **7th Jan 2016**. We are finalizing the Income Tax based on the annual salary details having with us. Only two month remained with us for recovery of balance Income Tax.

3] Also inform all your staff, for providing **PAN No** (Xerox copy) to Accounts Department along with Income Tax Declaration Form. In the given list of staff, we have mentioned one column named as "**PAN Not Available**". All concern staff should take a note of it and submit Xerox copy of **PAN No** to Account Department immediately. In absence of **PAN No**, we cannot deposit your Income Tax to Income Tax Department. **Also note that, in absence of PAN No higher Tax has to be recover from concern staff member.**



Accounts Officer

College of Engineering, Pune