



**VIDYASAGAR UNIVERSITY  
OFFICE OF THE FINANCE OFFICER**

Ref. No. F...144.../2019.

Dated 13.05.2019

**INCOME TAX CIRCULAR- 3 / 2018-19**

**DISTRIBUTION OF FORM-16 FOR THE F.Y. ENDED ON 31.03.2019**

It is hereby informed to all concerned that the Form-16 for the F.Y. 2018-19 is ready for distribution. Employees & Pensioners are requested to collect their respective Form-16 w.e.f. 23<sup>rd</sup> May 2019 to 29<sup>th</sup> May, 2019 from the office of the undersigned from 3 to 5 PM on all working days.

This is also requested to all those who have not yet submitted their savings plan for the F.Y. 2019-20 should submit the same within 15<sup>th</sup> June 2019 positively.

Cooperation in this regard is solicited.

Sd/

Finance Officer

To:

All Academic / Administrative Head of the Department