

**REMINDER -1**  
**IMPORTANT CIRCULAR**

No. AN/PAY- 1/I-TAX/2017-2018  
O/o THE C.D.A. RIDGE ROAD,  
JABALPUR- 482001  
DATE: - 29 .01.2018

To,  
The Officer-in-Charge  
1. All sections of Main Office  
2. All Sub Offices

Subject:-Submission of Saving Proof for deductions claimed in Income Tax Assessment for the FY 2017-18 and AY 2018-19.

In this connection it is intimated that those who have not yet provided Saving Proof are requested to **furnish** IT Saving Proof for the F.Y. 2017-18 and A.Y. 2018-19 as claimed in their Income Tax Assessment for the FY 2017-18 and AY 2018-19 **so as to reach AN/PAY-I section of this office by first week of February 2018 positively.**

It is also added that in the absence of the above mentioned documents, I.T. will be deducted from the RPB of Feb 2018 without considering the deductions claimed in I. T. Assessment. Saving documents received after the date specified above would not be entertained at this end.

In case LIC premium etc. are due to be paid in March 2018, saving proof may be submitted by 31<sup>st</sup> March 2018. In such cases, an undertaking must be submitted stating that "saving receipt would be submitted by 31<sup>st</sup> March 2018.

Further, IT Statement enclosed with the payslip for the month of January 2018 may be examined by the concerned assessee and omission, if any, noticed may be brought to the notice of this office immediately for corrective action at this end.

**The contents of this circular may be got noted by all concerned.**


**Please acknowledge receipt.**

— S d —  
Accounts Officer  
(AN/PAY-I)

Copy to:-

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The Officer I/c  
OA Cell (local)

for uploading the I.T. Circular on official website.

  
Accounts Officer