



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Prof. Sanjay Kumar Jha
Finance Officer (Offg.)

F.No.21-19/2023-Finance/IT Decl./185

Speed Post/by Hand/ by e-mail

Date: - 12/01/2024

Sub: - Submission of document in support of tax deductions - Reg.

Ref: - Notification No.01/2023-24(F&A) dated 11/09/2023.

With reference to the above cited subject, it is to bring to the kind notice of all the employees that those who have not submitted their investment details till date for the F.Y. 2023-24 and A.Y. 2024-25, are requested to submit the same to DDO, CUG by **20.01.2024** through email (ddo@cug.ac.in). Hard copy of the emailed documents is also required to be submitted to DDO before 31 March 2024. *It may also be noted that if the required information is not received within the stipulated date, the Finance Department will be constrained to calculate and recover the remaining Income Tax as per the New Regime in the m/o January and February 2024 as per the Income Tax Act, 1961.*

Further, Declaration Form which is mandatory and not submitted earlier in SAMARTH portal, is also required to be submitted through Samarth Portal by using the steps given below: -

- Login to [Dashboard \(samarth.ac.in\)](http://samarth.ac.in).
- Payroll Management.
- Declare Your Income Tax (2023-24).
- View Declaration.
- Fill all the eligible amount under Permissible Deduction limit.
- Calculate, Save and Final Submit.

In case of any doubt or difficulty, please contact DDO, F&A Dept, CUG – 079 23977416 / 417.


Finance Officer

Copy to:

1. Registrar
2. All Deans
3. CUG Notice Board
4. All Teaching and Non-Teaching regular staff (through email)
5. ICT (with a request to post the same on CUG website).
6. DDO
7. All AR and DR
8. PS to VC
9. Dean's Office
10. Guard File (F&A)

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977416, फेक्स-07923260076

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