



# GURU GOBIND SINGH

Indraprastha University

DWARKA, DELHI – 110 078

Office of the Controller of Finance

File No.: IPU/COF/2016/109

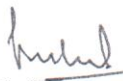
Dated: 19th July, 2016

**Sub: Facilitation Counter for e-filing of Income Tax Return.**

For the benefit of all the employees of the University, a "Facilitation Counter" will be in operation from 22nd July, 2016 onwards till 29th July, 2016 from 11:00 A.M. to 01:00 P.M. and 02:00 P.M. to 04:00 P.M. (only on working days) to help in filing of Income Tax Return. The person desirous to e-file his / her Income Tax Return may visit Accounts Branch with the following documents:

- (i) A copy of last year's tax return
- (ii) Bank Statement
- (iii) TDS Certificates
- (iv) Saving Certificates / deductions
- (v) Copy of Adhar Card

The counters will be jointly managed by the staff of Accounts Branch and trained students of University School of Management Studies.

  
(S.K. Tanwar) 19th July 2016  
Controller of Finance

**Copy forwarded to the followings for information:**

1. All Deans, GGSIPU (USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS).
2. All Directors, GGSIPU
3. All Heads of School / Branch / Deptt., GGSIPU.
4. Controller of Examinations, GGSIPU.
5. All Joint Registrars' / Dy. Registrars'.
6. Executive Engineer, UWD, GGSIPU / Librarian, GGSIPU / Medical Officer
7. A.R. to Hon'ble Vice Chancellor / A.R. to Registrar / S.O. to Pro VC.
8. FOs/DDO/AOs/SO, Finance & Accounts Department.
9. UITS Department – for uploading the same in the University website.