



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.)

By Speed Post/ By Email/ By Hand

F No. 21-19/2023-Finance/IT Decl. /105

Date: 11/09/2023

Notification No. 01/2023-24(F & A)

All the employees of the University who are seeking deductions from their salary-income for the purpose of Income Tax for the F.Y. 2023-24 (A.Y. 2024-25) are requested to **fill the Declaration Form in SAMARTH PORTAL** and submit the supporting documents to Finance and Accounts Department. The last date for submission of declaration form is **20.09.2023 (Wednesday)** in Samarth Portal. It may also be noted that if the required information is not received within the stipulated date, the Finance Department will be constrained to deduct the Income Tax as per the **New Regime** from the salary of **September 2023** onwards as per the Income Tax Act, 1961.

Further, process for uploading the declaration form in Samarth Portal is appended below:-

- Login to [Dashboard \(samarth.ac.in\)](http://Dashboard(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 (Offg.)

To,

All Teaching and Non-Teaching Regular Staff (Through Email)

Copy To:

1. Registrar
2. COE
3. All DRs
4. All ARs
5. All Teaching & Non-Teaching Regular Employees (Through Email)
6. ICT (With Request to upload notification on University Website)
7. PS to VC (For Information)
8. CUG Notice Board
9. Deans' Office
10. DDO
11. Guard File (F&A)

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