

# University of Kalyani



MRIDUL KUNDU

FINANCE OFFICER

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No. **FD/ 12**

Dated: July **30**, 2021

## CIRCULAR

**Sub: Issue of Form 16 for the Financial Year 2020-21 along with Declaration Form & Information Sheet for the Financial Year 2021-22**

This is hereby informed that amidst the adversities for COVID-19 causing total disruption of normal/regular activities inside the university premises, Finance Department is still trying to maintain its normal duties with a very few staff strength. After filing return of Income Tax for the financial year 2020-21, this department has already prepared Form-16 for the eligible employees and pensioners for the financial year 2020-21. In addition, Declaration Form for the financial year 2021-22 along with Information Sheet had also been prepared. Like previous year, this year also University of Kalyani is extending the facility of sending Form-16 to its Employees and Pensioners via e-mail through [fdkuitax@klyuniv.ac.in](mailto:fdkuitax@klyuniv.ac.in). Concerned employees and pensioners are therefore requested kindly send their PAN seeking Form-16 for the financial year 2020-21 to the above e-mail address.

Further, in order to deliver the service for issuing Form-16 for 2020-21 along with Declaration Form and Information Sheet for 2021-22, Income Tax Desk is being kept opened for Monday, Wednesday and Friday except holidays, during lockdown period from 12.00 Noon to 3 p.m. Concerned employees/pensioners may collect the same from the Income Tax Desk maintaining COVID-19 protocol strictly.

**For submission of Declaration Form fully filled up with requisite documents, modes as mentioned below may be followed:**

**Submission by Hand** - Income Tax Desk, Finance Department

**Submission by Post** – to be addressed to “Finance Officer, Income Tax Desk, Administrative Building, University of Kalyani, Kalyani-741235”

**Submission by E-mail (Scanned Copy)** – [fdkuitax@klyuniv.ac.in](mailto:fdkuitax@klyuniv.ac.in)

Cooperation of all concerned is also solicited.

This circular is being issued with the kind concurrence of Hon'ble Vice-Chancellor.

Sd/-

Finance Officer

Copy forwarded for information and necessary action:

1. Vice-Chancellor Secretariat
2. Pro-Vice-Chancellor Secretariat
3. All Heads of Academic Departments
4. All Heads of Administrative Departments
5. Kalyani University Pensioners' Association
6. Audit & Accounts Officer
7. Accounts Officer
8. System-in-Charge : with a request to send to the existing e-mail to all University employees and to upload at University Website

  
Finance Officer  
University of Kalyani