

# Jhargram Raj College

O/Cir. No. - 17

Date: 28.02.2026

All teaching and non-teaching staff of this College are hereby requested to declare their Income Tax and GPF Deductions at source w.e.f. March 2026 online through HRMS portal as per Memo No. 3972-F(Y) dt. 17.12.2021 of Finance Department, Govt. of WB by **05.03.2026**.

Please treat this matter as urgent for preparation of salary bill for March 2026.



**Principal**  
**Jhargram Raj College**

Copy to:

1. Coordinator, IQAC
2. Secretary, Teachers' Council
3. Convenor, Income Tax Committee
4. Convenor, Website Committee
5. Guard File

## **Relevant Notes:**

- **TDS and Advance Tax:**

*It is advisable to declare your TDS after calculating the estimated Total Income of FY 2026-27 (considering estimated salary from March 26 to February 2027 and other estimated income from April 2026 to March 2027) using the Programmed Excel File which was supplied for Income Declaration during December 2025 by the Income Tax Committee of our College. Payment of Advance Tax is mandatory on the part of the Individual Taxpayers (At least 15% by 15<sup>th</sup> June, 45% by 15<sup>th</sup> Sept, 75% by 15<sup>th</sup> Dec, and 100% by 15<sup>th</sup> March of the Financial Year - Sections 208, 211), default or deferment in payment of which attracts interests (Sections 234B, 234C of the Income Tax Act, 1961). So, declare your TDS accordingly.*

- **Key Details Regarding GPF Contribution:**

*West Bengal GPF contribution requires a minimum 6% of basic pay, maximum total emoluments of the subscriber, s.t. maximum annual subscription ceiling of ₹5 lakh.*

*The minimum GPF contribution is 6% of the basic pay drawn on the 31st March of the preceding financial year.*

*A subscriber may increase his/her subscription twice and decrease it once during a financial year, provided it never falls below the 6% threshold.*