

Dt. 17th April, 2014

Ref. No. – SMU/FINANCE/CIR/2014-15/APR/17-01

CIRCULAR

All employees of SMU and its constituent units are here by informed that-

1. "Investment Declaration Form",
2. "Income Other than Salary Declaration Form No.-12C " and
3. "Salary paid by previous employer Declaration Form No.-12B (**Only for newly joined employees**)
are available for download in SMU-ERP, for the Financial Year 2015-16.

All concerned are requested to submit the declaration forms dully filled in, at "Pay Roll Dept." on or before 25th April, 2015.

Kindly note that, tax will be computed based on above submitted declaration received at our end.

Thanking You,
Yours faithfully,



K.C. PANDA
Sr. Finance Officer

Copy to:

1. Vice Chancellor, SMU
2. Dean
3. Director, SMIT
4. Registrar
5. Medical Superintendent
6. Director, SMUDDE
7. Head HR, SMU
8. Head HR, CRH & SMIMS
9. Sr. Executive- HR, SMIT
10. HR Dept., SMUDDE

- Notice Board