



**Ravenshaw University
Cuttack**

No. 024 ^{NOTICE} Dt. 02/01/2026

It is hereby requested to all Teaching, Non- Teaching and Pensioners of this University to submit their Annual Income Tax Calculation details for the Financial Year 2025-26. The prescribed form duly filled in with all related documents needs to be submitted latest by 22/01/2026 for smooth drawl of salary for the month of both January & February, 2026. Notice with form will be available in University's website.

[Signature] 02.01.2026
Comptroller of Finance
Ravenshaw University
Cuttack

Memo No 025 /Dt. 02/01/2026

Copy forwarded to All H.O.D & Coordinator of Departments/ All Section/ Registrar's Office / Asst. Registrar/ PEO/ Kanika Library/ Medical Officer/ Power House / CPGC/ COE/ DSW/ COF/ Accounts Officer/ Auditor/ Establishment Section/ PA to VC for information.

OIC System with a request to upload same in Ravenshaw website for wide circulation.

[Signature] 02.01.2026
Comptroller of Finance
Ravenshaw University
Cuttack

N: B:- Contractual/ Temporary Teaching & Non- Teaching staff may submit the calculation sheet to Ms. Madhusmita Tudu, Establishment Section.