



Government of West Bengal
Government General Degree College, Kalna-I

Office of the Principal

Muragacha, Medgachi, Purba Bardhaman-713405

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No. 02/2023

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Notification for online submission of House Rent Allowance (HRA) declaration and Income Tax Deduction request

In order to draw HRA, all the employees associated with this institution are hereby requested to submit his or her HRA declaration (which is required to be submitted twice in a year in January & July vide Memo No. 3972-F(Y) dated 17.12.2021 of the Finance Department, Government of West Bengal) through WBIFMS portal from the left hand menu <My Application>→<HRA Declaration> after logging into “e-services for employees”.

Moreover, the incumbents who fall under the purview of Income Tax are also requested to send the Income Tax deduction request through the same portal keeping in mind that the amount of income tax for the period 01.01.2023 to 28.02.2023 must match with the excel format provided by the Income Tax Sub-committee.

However, those employees who cannot make such HRA declaration and Income Tax deduction request online, they should contact HRMS Sub-committee.

The deadline for online submission of ‘HRA Declaration Form’ and Income Tax deduction request is 14th January, 2023.


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