

Workshop on “Maintenance of Documents under Income Tax Act, 1961” – A Report

Name of the Department	Commerce
Name of the Event Organized	Workshop for Office Staff
Title of the Event	Maintenance of Documents under Income Tax, Act, 1961
Date of the Event Organized	08 th September, 2021
Place of the Event Organized	Principal Chamber
Name of the Convener	Mr. Abhay R
Total Participants	11
Name of the Expert with Designation	Dr. Gururaj Nidoni Visiting Faculty and Advocate
Address and Contact of the Expert	944884857
Objectives of the Event	To create awareness on important documents to maintained under Income Tax Act, 1961
Outcome of the Event	The workshop enlightened the office staff on how the important documents such as vouchers, bills, tax invoices, bank statements, Form-16, TCS & TDS reports, Salary Bills and files to be maintained in the office.




About the workshop:

A workshop on “ **Maintenance of Documents under Income Tax Act, 1961**” was organised by the Department of Commerce for non teaching staffs of the college on 08th September, 2021 at 11:00 am in principal chamber. **Dr. Gururaj Nidoni**, Visiting Faculty, Department of Commerce was invited as resource person for the programme. He stressed on the importance of certain documents as per Income Tax Act, 1961. All the office staff actively participated in the workshop. Dr. Ashalatha Terdal, Principal, preside over the programme. Mr. Abhay R, Assistant Professor & Head , Department of Commerce co-ordinated the programme. Mr. Santosh S Chavan, Assistant Professor, Department of Commerce, Prof. BM. Turudagi, Associate Professor, Department of Political Science were also present.

Outcome of the workshop:

The workshop enlightened the office staff on how the important documents such as vouchers, bills, tax invoices, bank statements, Form-16, TCS & TDS reports, Salary Bills and files to be maintained in the office.


 Head
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