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**BIODATA OF Assistant Professor – IT & HRD: TABASSUM AKHTAR**

1. Name in full (IN BLOCK LETTERS): **TABASSUM AKHTAR**
2. Father's name : **Ibnul Akhtar**
3. Tel./Mobile No. : **9040227536**
4. Email ID : **tabassumakhtar14@gmail.com**
6. Permanent Address : **At: Dewan Bazar, Cuttack  
753001**
6. Date of Birth : **02.07.1977**
7. Marital Status : **Married**
8. PAN card No. : **AWPPA2092P**
9. Date of joining : **05.02.2018**
10. Educational Qualifications : **MBA**

Sr.No.	Exam. Passed	Grade	Year of Passing	Board / University
1	HSC	A	1993	BSE, ODISHA
2	I.COM	B	1985	UTKAL UNIVERSITY
3	B.COM ( Hons)	A	1998	UTKAL UNIVERSITY
4	MBA- IT & HRD	A	2013	C.V.RAMAN UNIVERSITY, CG

11. Experience : 7 Years & 1 month in Academics



  
**Principal**  
RJ School of Management Studies

  
Associate Professor  
RJ School of Management Studies

ISO 9001  
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# RJ SCHOOL OF MANAGEMENT STUDIES

(A Complete School for Future Managers™)



An ISO 9001  
Certified Institution

- Affiliated to BPUT, Orissa
- Approved by AICTE, Ministry of HRD, Govt. of India, New Delhi
- Permanently Affiliated to Fakir Mohan University, Orissa
- Permanently Recognised by Dept. of Higher Education, Govt. of Orissa
- Self Financing Learning Centre of Fakir Mohan University, Orissa

To  
Tabassum Akhtar  
Dewan Bazar, Cuttack-753001,  
Odisha

Ref:RJ/A-26/290  
Dt: 16.04.2018

Sub: Appointment as "Asst Professor -IT & HR"

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Asst Professor -IT & HR" in our Temple of Learning with the following terms and conditions.

**Probation Period:** You shall be in a probation period of 6 Months from the date of your joining in our institution. After completion of satisfactory discharge of your duties and responsibilities, you shall be confirmed in your service.

**Leave:** During your probation period there will be no leave. After confirmation, You will be eligible for 6 days casual leave and 6 days sick leave per year.

**Emoluments:** Your gross salary per month will be Rs.10,000 (Rupees ten thousand only)

**Place of Posting:** RJSMS, RJ Vidya Vihar, Chandipur sea beach Road, Balasore.

**Office Timmings:** 09.00 AM to 06.00 PM in all other seasons with 1 Hr Lunch break  
09.00 AM to 05.00 PM in winters with 1 Hr Lunch break

**Responsibilities:** Academic & Administration of the institution.

**Date of Joining:** You are required to join on or before 2nd May 2018 in our Campus.

**Notice Period:** If you want to leave the institution, you need to give a notice mentioning the reason for your leaving before 45 days of leaving our institution. You shall keep confidential and in good condition of all records, registers etc which will be handled by you during your stay with the institution. You will not divulge any information relating to our institution to the public.

We welcome you to our RJSMS Family.

*E. D. N. Dash*  
Er. D. N. Dash 16/4/18  
Secretary, RJSMS Society

I have read, understood and accepted the terms and conditions mentioned above and agree to join on or before 2<sup>nd</sup> May 2018.

Principal

*Tabassum Akhtar*  
Tabassum Akhtar

**COURSES OFFERED:** MBA, MCA, BBA (HONS), BCA, B SC - IT & MANAGEMENT, PGDCA, PG PROGRAMME IN RETAIL MANAGEMENT  
**ACTIVITIES:** Management & Educational Consultancy • Training • Mgt Development & Research Programme • Inland & Overseas Placement  
**Corporate Office:** RJ Management House, Near Town Hall, Balasore, Orissa, India, PIN : 756003 Ph. : (05782) 267117, Fax : 265911  
**Green College Campus:** RJSMS, RJ Vidya Vihar, Balasore - Chandipur Sea Beach Road, Tigris, Balasore, PIN : 756002, Ph. : 250637

FORM NO. 16

[See rule 31(1)(a)]

PART A

Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P

Certificate No. SHSAURA		Last updated on 04-Jun-2025	
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen	
RAGHUNATH JEW SCHOOL OF MANAGEMENT STUDIES RJ VIDYA VIHAR, TENTULIPURA, PUNJIBAG, SUNHAT BALASORE, ODISHA-756002		TABASSUM AKHTAR CUTTACK-753001, Odisha	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee/Specified senior citizen	Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available)
AABTR2600Q	BBNS15601D	AWPPA2092P	
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) C.R. Building, I.S. Press Road Kochi - 682018		2025-26	From 01-Apr-2024 To 31-Mar-2025

Summary of amount paid/credited and tax deducted at source thereon in respect of the employee

Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)
Q1	FXCWBZEG	45766.00	100.00	100.00
Q2	FXCZSCSH	45033.00	100.00	100.00
Q3	FXCCHZTV	46800.00	100.00	100.00
Q4	FXCIRHZU	44700.00	100.00	100.00
Total (Rs.)		182299.00	400.00	400.00

I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT  
(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
Total (Rs.)	400.00				

II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN  
(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	-	-	F
2	0.00	-	-	-	F
3	100.00	7510002	05/07/2024	00015	F
4	0.00	-	-	-	F



TAN of Employer: CHNT00969D

PAN of Employee: AIIZP10876G

Assessment Year: 2025-26

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
5	0.00	-	-	-	F
6	100.00	7510002	06/10/2024	21500	F
7	0.00	-	-	-	F
8	0.00	-	-	-	F
9	100.00	7510002	04/01/2025	00256	F
10	0.00	-	-	-	F
11	0.00	-	-	-	F
12	0.00	-	-	-	F
13	100.00	7510002	05/04/2025	74580	F
14	0.00	-	-	-	F
15	0.00	-	-	-	F
Total (Rs.)	400.00				F

## Verification

I, **DIPTENDRA NARAYAN DASH**, S/O **RUDRA NARAYAN DASH** working in the capacity of **SECRETARY** (designation) do hereby certify that a sum of Rs. 400.00 [Rs. Four Hundred Rupees Only (in words)] has been deducted and a sum of Rs. 400.00 [Rs. Four Hundred Rupees Only] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	BALASORE	(Signature of person responsible for deduction of Tax)
Date	11-Jun-2025	
Designation: SECRETARY	Full Name: DIPTENDRA NARAYAN DASH	

## Notes:

- Part B (Annexure) of the certificate in Form No. 16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No. 16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No. 16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
- To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

## Legend used in Form 16

## \* Status of matching with OLTAS

Legend	Description	Definition
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
P	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
F	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
O	Overlooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

Signature Not Verified

 Digitally signed by  
 PRADEEPAN  
 Date: 2025.06.11 12:54:33  
 IST

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