



# **GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN**

**Sidhwan Khurd (Ludhiana)  
NAAC Re-Accredited 'A' Grade College**



*Organizes*

## **ONE DAY WORKSHOP FOR OFFICE STAFF**

**On the theme**

### **“CALCULATION OF GRATUITY, LEAVE ENCASHMENT & BASICS OF INCOME TAX”**

**on**

**April 22, 2022**

*Patron*

**Dr. Amandeep Kaur  
Principal**

*Convener*

**Dr. Manjeet Kaur  
Associate Professor**

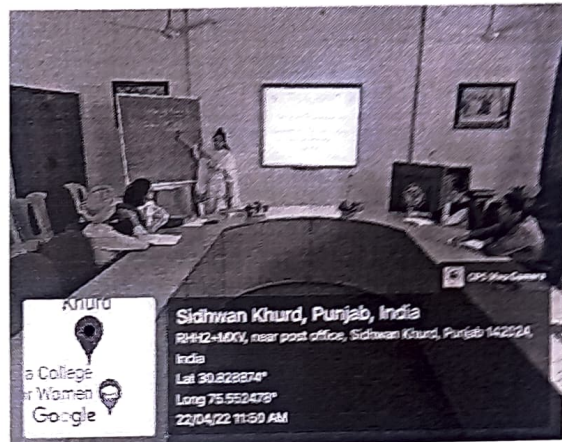
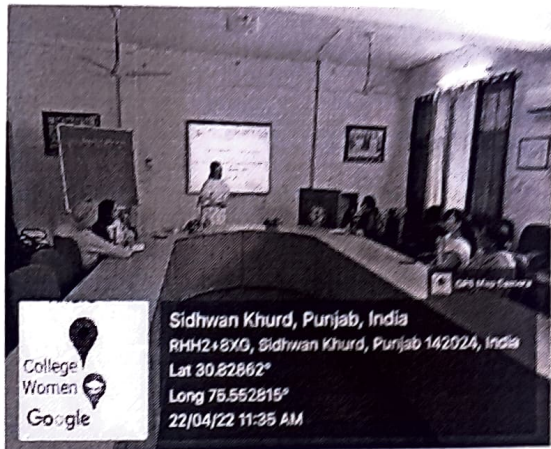
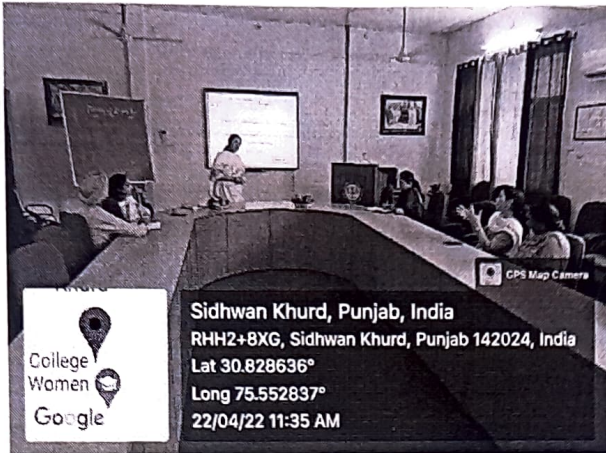
## **REPORT**

Theme	:	“Calculation of Gratuity, Leave Encashment and Basics of Income Tax”
Venue	:	Seminar Hall
No. of Participants	:	12 (Administrative Staff and Faculty members)
Date	:	22 <sup>nd</sup> April, 2022
Convener	:	Dr. Manjeet Kaur, Associate Professor
Resource Person	:	Ms. Harpreet Kaur, Assistant Professor

One day workshop on “Calculation of Gratuity, Leave Encashment and Basics of Income Tax” was organized on April 22, 2022. Resource Person of the workshop was Ms. Harpreet Kaur, Assistant Professor, Khalsa College for Women, Sidhwan Khurd (Ludhiana). Ms. Harpreet Kaur started with explaining the Calculation of Gratuity, Leave Encashment and Income Tax. She showed the official site to fill up the returns and explained that all the necessary information is easily available on the have pay i.e. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The information that she provided was very useful and will help the administrative staff to calculate gratuity, leave encashment and income tax and to fill up their own return. There were lot of new things and terms that administrative staff learned like deductions u/s 80C and 80CCC etc. Overall the workshop was very informative and educated on a necessary procedure that everyone should know.

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Convener  
Dr. Manjeet Kaur

Principal  
G. H. G. Harparkash College  
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