

VISVA-BHARATI  
SANTINIKETAN

ACCOUNTS OFFICE

CIRCULAR

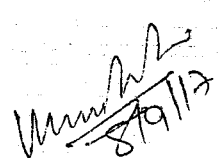
In order to enable this office to calculate Income Tax for the Financial Year 2017-18, the Staff-members of Visva-Bharati whose net annual income (salary and Income from other sources) exceeds maximum exemption limit i.e. Rs.2,50,000/- for F.Y. 2017-18 for individual are required to furnish savings declaration in the enclosed proforma with valid documents under section 192 of Income Tax Act 1961.

The duly filled in declaration forms with a photo copy of PAN card should reach this office latest by 26<sup>th</sup> September, 2017.

In the case of employees whose annual income exceeds Rs. 2.5 Lakhs (i.e. monthly gross salary Rs.21,000/ and they fail to submit their copy of PAN Card and the savings declaration, Tax will be deducted at applicable rates from their gross salary.

This circular may please be brought to the notice of all concerned.

Memo.No. Act/ / /2017-18  
Dated: Santiniketan,  
The 8<sup>th</sup> September, 2017

  
Accounts officer/ Joint Registrar  
Visva-Bharati

Copy to:

1. Pro-Vice Chancellor/ Directors/ Principal of Bhavana/Vibhagas
2. Head of All Academic and Administrative Departments /Centres/Offices
3. Internal Audit Officer
4. Joint Registrars/ Deputy Registrars / Assistant Registrars
5. CS to Vice Chancellor
6. PA to the Registrar
7. Finance Officer
8. University Webmaster- With request to upload on University Website

**FORM NO.12BB**

(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee: (Capital)		
2. Permanent Account Number of the employee:		
3. Financial year:		2017-18 A.Y. 2018-19
4. Date of Birth		
5. Age (As on 31.03.2018)		(Below 60 / 60+ / 80+)
6. Pay Bill No.		
7. Dept. (As per pay slip)		
8. Mobile No.		
Details of claims and evidence thereof		
Sl No.	Nature of claim	Amount (Rs.)
(1)	(2)	(3)
1	House Rent Allowance:	
	(i) Rent paid to the landlord	
	(ii) Name of the landlord	
	(iii) Address of the landlord	
	(iv) Permanent Account Number of the landlord	
	Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees	
2	Leave travel concessions or assistance	
3	Deduction of interest on borrowing: (HBL)	
	(i) Interest payable/paid to the lender	
	(ii) Name of the lender	
	(iii) Address of the lender	
	(iv) Permanent Account Number of the lender	
	(a) Financial Institutions(if available)	
	(b) Employer(if available)	
(c) Others		
4	Deduction under Chapter VI-A	
	(A) Section 80C,80CCC and 80CCD	
	(i) Section 80C	
	(a) HBL (Principal)	
	(b) LIC (Paid by own)	
	(c) LIC (S.S)	
	(d) NSC	
	(e) PPF	
	(f) ULIP	
	(g) PLI	
	(h) GPF/NPS	
(ii) Section 80CCC		

(iii) Section 80CCD (1B)		
(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.		
(i) U/S 80D (Mediclaime)		
(ii) U/S 80DD		
(iii) U/S 80DDB		
(iv) U/S 80U		
(v) U/S 80E		
Verification		
I, ....., son/daughter of ..... do hereby certify that the information given above is complete and correct.		
Place .....	(Signature of the employee) Full Name Designation .....	
Date .....		
.....		