

VISVA-BHARATI, SANTINIKETAN

ACCOUNTS OFFICE

CIRCULAR


In order to enable this office to calculate and deduct applicable Income Tax from salaries for the Financial Year 2018-19, the staff members of Visva-Bharati whose net annual income (Salary income and Income from other sources) exceeds maximum exemption limit i.e., Rs.250000/-for the financial year 2018-19 are required to furnish declaration of savings that qualify for exemption under section 80 of the Income Tax Act in the enclosed proforma. A valid proof of all savings should be enclosed with the declaration.

Duly filled in declaration forms with a photo copy of PAN Card should reach this office latest by 26th September 2018.

In case of employees whose annual income exceeds Rs.250000/- (monthly gross salary of Rs.21000/-) and they fail to submit a copy of their PAN Card and savings declaration, then Income Tax will be deducted as per applicable rates from their gross salary.

This is for information of all concerned.

Memo No. Act/2018-19/
Dated 10.09.2018


Joint Registrar Accounts
Visva-Bharati

Copy to:

1. Pro-Vice-Chancellor/Directors/Principal of Bhavanas
2. Finance Officer
3. Heads of all academic and administrative departments/centres/offices
4. All Joint Registrars
5. Internal Audit Officer
6. All Deputy Registrars
7. All Assistant Registrars
8. P A to Registrar
- ✓ 9. University Webmaster- with a request to upload on university website

FORM NO 12BB

(See Rule 26C)

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

Name and address of the employee		
Permanent Account Number		
Financial Year		
Date of Birth		
Age (as on 31.03.2019)		
Pay Bill No		
Department(As per pay slip)		
Mobile No.		
Details of claims and evidence thereof		
Nature of claim	Amount (Rs.)	Evidence/Particulars
House Rent Allowance		
(i) Rent paid to the landlord		
(ii) Name of the landlord		
(iii) Address of the landlord		
(iv) PAN No. of the landlord		
Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds rupees one lakh		
Leave Travel assistance or concession		
Deduction of interest on House loan (HBL)		
(i) Interest paid/payable to the lender		
(ii) Name of the lender		
(iii) Address of the lender		
(iv) PAN number of the lender		
a. Financial Institution(if available)		
b. Employer (if available)		
c. Otheres		
Deduction under Chapter VI-A		
Section 80C, 80CCC and 80CCD		
Section 80 C		
(a) HBL Principal		
(b) LIC paid by self		
(c) LIC (SSS)		
(d) NSC		
(e) PPF		
(f) ULIP		
(g) PLI		
(h) GPF/NPS		
Section 80 CCC		
Section 80CCD (1B)		

Other sections(80E, 80G, 80TTA etc) under chapter VI-A		
Section 80 D Mediclaim		
Section 80 DD		
Section 80 DDB		
Section 80 E		
Section 80 G Donations		
Section 80 TTA interest on savings bank account		

Verification

I.....son/daughter/wife of.....do hereby certify that the information given above is complete and correct.

Place:

Date:

(Signature of the employee)

Name:

Designation: