

VISVA-BHARATI  
SANTINIKETAN

ACCOUNTS OFFICE  
CIRCULAR

लेखा कार्यालय / ACCOUNTS OFFICE  
विश्वभारती, शान्तिनिकेतन  
VISVA-BHARATI, SANTINIKETAN

डकेट संख्या / DOCKET NO. 1215  
तिथि / DATE 4/11/20

In order to enable this office to calculate and deduct applicable Income Tax from salaries/pension for the year 2020-21, the staff members /pensioner of Visva-Bharati whose net annual income (Salary/ pension income and income from other sources) exceeds maximum exemption limit i.e. Rs. 2,50,000/- for the financial year 2020-21 are required to furnish declaration of savings that qualifies for deduction under Chapter VIA of the Income Tax Act in the enclosed proforma. A valid proof of all savings should be enclosed with the declaration.

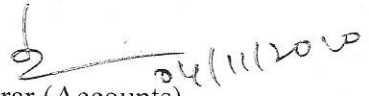
Duly filled in declaration forms with a photocopy of PAN Card should reach this office latest by 15<sup>th</sup> December 2020.

In case of employees/ pensioner whose annual income exceeds Rs. 2,50,000/- 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 salary/ pension.

Employees who opt for new scheme of Income Tax u/s 115BAC has to submit attached declaration (Page – 3) only.

This is for information of all concerned.

Memo No. Act/2020-21/ 02  
Dated: 04.11.2020

  
Joint Registrar (Accounts)  
Visva-Bharati

**Copy to:**

1. 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. PA to Registrar
9. CS to VC
10. University Webmaster- with a request to upload on University Website.

**FORM NO.12BB**

(See rule 26C)

Page 1

Name and address of the employee:		
Permanent Account Number of the employee:		
Financial year		
Date of Birth		
Age (as on 31.03.2021)		
ID. No.		
Department		
Mobile No.		
<b>Details of claims and evidence thereof</b>		
<b>Nature of claim</b>	<b>Amount (Rs.)</b>	<b>Evidence / particulars</b>
<b>House Rent Allowance:</b>		
(i) Rent paid to the landlord		
(ii) Name of the landlord		
(iii) Address of the landlord		
(iv) Permanent Account Number of the landlord		
<b>Leave travel concessions or assistance</b>		
<b>Deduction of interest on borrowing:</b>		
(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		
<b>Deduction under Chapter VI-A</b>		
(A) Section 80C,80CCC and 80CCD		
<b>Section 80C</b>		
(a) HBL Principal		
(b) LIC Paid by self		
(c) LIC (SSS)		
(d) NSC		
(e) PPF		
(f) ULIP		
(g) PLI		
(h) GPF		
(i) NPS		
<b>Section 80CCC</b>		
<b>Section 80CCD (1B)</b>		
<b>Other sections (e.g. 80E, 80G, etc.) under Chapter VI-A.</b>		

section 80D (Mediclaime)		
section 80 DD		
section 80 DDB		
section 80 E		
section 80 U		
Section 80 G (Donations)		

Verification

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

Place.....

Date.....

(Signature of the employee)  
Name  
Designation

**New tax regime under Section 115BAC**

From the assessment year 2021-22 (FY 2020-21), individual tax payers have an option to opt for taxation under the section 115BAC of the Act provided they decide to forego the specified deductions and exemptions.

The option to pay tax at lower rates shall be available only if the total income of assessee is computed without claiming exemptions or deductions as per the said Section 115BAC.

Employee has to submit declaration that he / she wants to avail new income tax scheme and if he / she avails the scheme then the submission of details declaration (Form 12 BB) is not required.

**Verification**

I \_\_\_\_\_ son/daughter \_\_\_\_\_ of \_\_\_\_\_  
do hereby certify that I want to submit income tax return as per provisions of section 115 BAC and forgo exemptions or deductions as per the said Section 115BAC.

Place

Date

(Signature of the employee)

Designation

Full Name:

ID No.: