

VISVA-BHARATI
SANTINIKETAN
ACCOUNTS OFFICE
CIRCULAR


In order to enable this office to calculate the Income Tax on salaries for the Financial Year 2016-17, the employees of Visva-Bharati whose net annual income (salary and Income from other sources) exceeding maximum exemption limit i.e. Rs.2, 50000/- for F.Y. 2016-17 may please be intimated to furnish declaration in the enclosed proforma duly supported with valid documents under section 192 Income Tax Act, 1961.

The duly filled declaration forms with a Xerox copy of PAN card should reach this office latest by 30th Sept, 2016.

Any employee whose annual income exceeds Rs. 2.5 Lakhs and fails to submit his/her copy of PAN Card to the Accounts Office within the prescribed date then income tax will be deducted from salary as per applicable tax slab of the assessee.

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

Memo.No. Act/ 1442/2016-17
Dated: Santiniketan,
The 09th Sept 2016


Accounts Officer / Joint Registrar
Visva-Bharati

Copy to:

1. Pro-Vice Chancellor / Directors / Principals 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


9/9/16

"FORM NO. 12BB"
(Sec rule 26C)

MOBILE NO.....

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:
 4. Date of Birth :
 5. Age as on 31/03/2017 : (Below 60/60+/80+)

Details of claims and evidence thereof

Sl.No.	Nature of claim	Amounts (Rs.)	Evidence/particulars
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
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		
	(I) Others		
	(ii) Section 80CCC		
	(iii) Section 80CCD		
	(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.....			
Date.....		(Signature of the employee)	
		Designation.....	
		ID. No.....	