

VISVA-BHARATI
SANTINIKETAN

ACCOUNTS OFFICE

C I R C U L A R

In order to enable this office to calculate and deduct applicable Income Tax from salaries/pension for the year 2022-23, 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 2022-23 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 form along with a photocopy of PAN Card and Pay slip for the month of July/ August/ September 2022 (any one of monthly pay slip) should reach this office latest by 31st October, 2022.

In case of employees/ pensioner whose annual income exceeds Rs. 2,50,000/- and they fail to submit savings declaration along with a copy of their PAN Card and Pay Slip, 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/2022-23/

Date: 10/08/2022


Joint Registrar (Accounts)
Visva-Bharati

Copy to:-

1. Finance Officer
2. Internal Audit Officer
3. PA to Registrar
4. CS to VC
5. University Webmaster- with a request to upload on University Website.

FORM NO.12BB

(See rule 26C)

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Name and address of the employee:		
Permanent Account Number of the employee:		
Financial year		
Date of Birth		
Age (as on 31.03.2022)		
ID. No.		
Department		
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) Permanent Account Number of the landlord		
Leave travel concessions or assistance		
Deduction of interest on borrowing:		
(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		
Deduction under Chapter VI-A		
(A) Section 80C,80CCC and 80CCD		
Section 80C		
(a) HBL Principal		
(b) LIC Paid by self		
(c) LIC (SSS)		
(d) NSC		
(e) PPF		
(f) ULIP		
(g) PLI		
(h) GPF		
(i) NPS		
Section 80CCC		
Section 80CCD (1B)		
Other sections (e.g. 80E, 80G, etc.) under Chapter VI-A.		

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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 2022-23 (FY 2021-22), 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 forego exemptions or deductions as per the said Section
115BAC.

Place

Date

(Signature of the employee)

Designation

Full Name:

ID No.: