

VISVA-BHARATI
SANTINIKETAN

ACCOUNTS OFFICE
CIRCULAR

In order to enable this office to calculate and deduct applicable Income Tax from salaries/pension for the year 2019-20, 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 2019-20 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 photocopy of PAN Card should reach this office latest by 30th September 2019.

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.

This is for information of all concerned.

Memo No. Act/2019-20/ IT 01
Dated: 01.09.2019


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)

Name and address of the employee:		
Permanent Account Number of the employee:		
Financial year		
Date of Birth		
Age (as on 31.03.2020)		
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.		
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