

UNIVERSITY OF DELHI

Ref. No. Fin-I/IT/2018-2019/
Delhi, the 26th October, 2018

The Dean/Head
Faculty/Deptt. _____
University of Delhi
Delhi-110007


Subject : Filling of Income Tax Forms for the Financial Year 2018-2019

Dear Sir/Madam,

Please find enclosed herewith _____ Income Tax Forms for the Financial Year 2018-2019 in respect of Teaching Staff & Non-Teaching Officers of Delhi University. It is hereby requested to return the same duly filled in mentioning their PAN Number, all the documents related to rebates, savings etc. and signed by the incumbents on the forms (Manual/Computerized) latest by 10.11.2018 positively to enable this branch to finalize their Income Tax for the Financial Year 2018-2019 Assessment Year 2019-2020 in all respect to Fin-I/II or Estab.-I. Please photocopy the IT Forms as per your department's requirements.

Yours faithfully,

Encl. : As above


Assistant Registrar (Finance-I) 31/10/18
31/10/18

UNIVERSITY OF DELHI

Computation of Income Tax for the Financial Year 2018-2019.

NAME.....PAN NO.....Date of Birth..... Category: Women/Others/Sr.Citizens

	Amount in ₹
1. Amount Chargeable under the Head 'Salary'	
a. Pay (March 2018 to February 2019)	_____
b. Grade Pay	_____
c. DA	_____
d. HRA	_____
e. TA	_____
f. Others	_____
2. Total Amount of Salary (a to f)	_____
3. Pension/Hon./Offg. All/T.Fees/Overtime Allowance/Bonus/ Arrears/10 days EL encashment etc.	_____
4. Medical re-imburement	_____
5. University Contribution to New Pension Scheme	_____
6. Examination Remuneration	_____
7. Total (2 to 6)	_____
8. Savings Bank A/c Interest (enter full amount)	_____
9. Interest other than Savings A/c	_____
10.(i) Any other Income reported by employee (Outside University of Delhi)	_____
(ii) Income from Previous Employer (Outside University of Delhi)	_____
11. Gross Income : Total (7 to 10)	_____
12. House Rent Allowance (in case of rent receipt only)	(-) _____
13. Transport Allowance (Maximum 3200/-p.m. for Handicapped only)	(-) _____
14. Add: Income from House Property	(+) _____
15. HBA Interest (U/S 24B max.2,00,000/-) owner's possession required	(-) _____
16. Gross Total Income (11-12-13+14-15)	_____
17. Standard Deduction	(-) _____
18. Gross Total Income after deducting Standard Deduction (16-17)	_____
19. DEDUCTIONS:	
A. Under section 80C Chapter VI-A	
(i) Subscription towards GPF/CPF	_____
(ii) NPS Subscription (Ltd. to 10% of Basic+GP+DA of current year) 80CCD(1)	_____
(iii) Life Insurance Premium (LIC/JD/JA/DR/80CCC)/PPF	_____
(iv) Group Insurance Scheme	_____
(v) Tuition Fee (limited to two children)	_____
(vi) NSC (VIII) Interest of NSC VI/VII Issue/NSS	_____
(vii) Mutual Fund (UTI) ULIP-7/PLI	_____
(viii) Repayment of HBA	_____
(ix) Fixed deposits in Banks/Post Office for 5 years/Sukanya Samridhi Yojana	_____
Total 19.A (i to ix) (Limited to 1,50,000/-)	_____
B. Other Sections under Chapter VI-A	
(i) Deduction u/s 80U (For Disability)	_____
(ii) Deduction u/s 80D (Medical Health Insurance e.g. HCC)	_____
(iii) Deduction u/s 80DD (Rehabilitation of Handicapped Dependent)	_____
(iv) Deduction u/s 80DDB (Medical Expenditure on Self or Dependent)	_____
(v) Deduction u/s 80G (Donations) as per the rules	_____
(vi) Deduction u/s 80GG as per rules	_____
(vii) Deduction u/s 80E (Interest paid on Higher Education Loan)	_____
(viii) Deduction u/s 80EE HBA Interest (max.50,000/-)	_____
(ix) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books)	_____
(x) 80TTA Exemption Savings Bank Interest Max. 10,000/-	_____
(xi) 80TTB Exemption All Bank Interest(for Sr. Citizen only) Max. 50,000/-	_____
(xii) 80CCD(2) University Contribution to NPS (Limited to 10% of Basic+GP+DA)	_____
(xiii) NPS Subscription 80CCD(1B) (remaining amt. from 80CCD(1)/Own NPS Cont.)	_____
Total 19.B (i to xiii)	_____
Total Deductions 19 (A+B)	_____
20. Total Taxable Income (18-19)	_____
21.(a) Income Tax on Net Income	_____
(b) Less: Deduction u/s 87A (upto 2,500 for Total Taxable income upto 3,50,000/-)	_____
(c) Income Tax on Net Income 21(a - b)	_____
22. Education Cess @4% of Income Tax	_____
23. Total Income Tax (21c+22)	_____
24. (a) (i) Income Tax paid upto current month	_____
(ii) Education Cess paid upto current month	_____
(b) (i) Balance of Income Tax to be recovered	_____
(ii) Balance of Education Cess to be recovered	_____
(c) Advance Tax Paid/Tax Deducted by others (outside Delhi University)	_____
Education Cess Paid by others (outside Delhi University)	_____
25. Tax Payable/Refundable (23-24)	_____

UNDERTAKING

I hereby undertake that in case I fail to comply with above noted information, any penalty of interest to be levied by the Income tax authority on you that shall be paid by me without demur in relation to the above noted information and default thereto.

Date.....

Sr. Asstt./Fin-I

S.O. Fin-I

**Head of the Department
(Rubber Stamp)**

Signature.....
 Name.....
 Phone.....
 Designation.....
 Deptt/Branch.....
 Residential Address :

Table of Income Tax Rate :-

Taxable income	Income Tax		
	Women	Others	Senior Citizens
Upto 2,50,000	Nil	Nil	Nil
2,50,001 to 3,00,000	5%	5%	Nil
3,00,001 to 5,00,000	2,500+5%	2,500+5%	5%
5,00,001 to 10,00,000	12,500+20%	12,500+20%	10,000+20%
Above 10,00,000	1,12,500+30%	1,12,500+30%	1,10,000+30%

Education Cess : 4% of Income Tax.

Tax credit of 2,500 for Total Taxable income upto 3,50,000 (u/s 87A).

Important Note :

1. Those who want to avail of the deductions in respect of NSC VIII series and accrued interest of on NSC (VI/VIII issue), LIC/CTD, PPF, PLI, ULIP and HBA Loan/Interest, they are required to attach photocopies of the document along with the Income Tax Proforma, otherwise no deduction whatsoever would be allowed.
2. Pan, name and address of the Landlord is mandatory for Rent receipt of 1,00,000/- and above for the financial year.
3. Pan, name and address of the Lender is mandatory to get the HBA Interest benefits during the current financial year.
4. In the case of HBA Interest, the certificate with regard to date of loan sanctioned by the bank be attached.
5. The age for senior citizens is 60 years applicable w.e.f. from April'2012.
6. For Senior Citizen DOB should be 31.03.1959 or before for financial year 2018-19.

FORM NO.12BB (See rule 26C)

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

1. Name and address of the employee:

2. Permanent Account Number of the employee:

3. Financial year : **2018-19**

Details of claims and evidence thereof

SNo.	Nature of claim	Amount in ₹	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) PAN 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: (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 80C (i) Subscription towards GPF/CPF (ii) NPS Subs. (Ltd. to 10% of Basic+GP+DA of current year) 80CCD(1) (iii) Life Insurance Premium (LIC/JD/JA/DR/80CCC)/PPF (iv) Group Insurance Scheme (v) Tuition Fee (limited to two children) (vi) NSC (VIII) Interest of NSC VI/VII Issue/NSS (vii) Mutual Fund (UTI) ULIP-7/PLI (viii) Repayment of HBA (ix) Fixed deposits in Banks/Post Office for 5 years/Sukanya Samridhi Yojana		
	Total A (i to ix)		
	(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (i) Deduction u/s 80U (For Disability) (ii) Deduction u/s 80D (Medical Health Insurance e.g. HCC) (iii) Deduction u/s 80DD (Rehabilitation of Handicapped Dependent) (iv) Deduction u/s 80DDB (Medical Expenditure on Self or Dependent) (v) Deduction u/s 80G (Donations) as per the rules (vi) Deduction u/s 80GG as per rules (vii) Deduction u/s 80E (Interest paid on Higher Education Loan) (viii) Deduction u/s 80EE HBA Interest (max.50,000/-) (ix) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books) (x) 80TTA Exemption Savings Bank Interest Max. 10,000/- (xi) 80TTB Exemption All Bank Interest(for Sr. Citizen only) Max. 50,000/- (xii) 80CCD(2) University Contribution to NPS (Limited to 10% of Basic+GP+DA) (xiii) NPS Subscription 80CCD(1B) (remaining amt. from 80CCD(1)/Own NPS Cont.)		
	Total B(i to xiii)		

Verification

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

Place.....

(Signature of the employee)

Full Name.....

Date.....

Designation :