



OFFICE OF THE TREASURER:GAUHATI UNIVERSITY
GOPINATH BARDOLOI NAGAR : GUWAHATI-14, ASSAM :: IND

NOTICE

Sub: Deduction of Income Tax at Source & Submission of statement
for Tax Calculation in proper time.

It is for general information of all concerned that the deduction of income tax from the salaries at source is a statutory obligation on the part of an employer. The employees liable for payment of tax are to furnish details.

All employees of Gauhati University are hereby requested to report their salary and deduction/ investment position at the end of every quarter and furnish all supporting documents for Tax Saving along with the Tax calculation form on or before 01st February, 2018. One standard form for the assessment year 2018-19 (Financial Year 2017-18) with rates of Income Tax is enclosed herewith for submitting the said form after duly filling up.

A statement in the said form showing the actual income and deduction during the financial year 2017-18 shall have to be submitted within 01/02/2018 by each employee whose Gross Annual Income is Rs.2,50,000/- or above. This is to enable this office to arrange deduction of income tax on installment basis through the monthly salary bills within the current financial year.

The drawing and disbursing officers will forward the individual forms in respect of the employees under their control along with the respective salary bills.

It may be noted that release of salary for the month of February shall be subject to full deduction / payment of tax as may be payable by the concerned individual.

PAN must be provided in the statement of Income Tax otherwise salary for the month of February will not be released.

It is to be noted that the above mentioned documents must reach to the Treasurer establishment in due time, failing which tax will be deducted as per pay record.

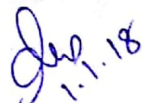
Sd/-
Dwijendra Nath Sarma
Finance Officer
Gauhati University

Ref. No. A(IT)/GU/AC/17-18/

Date:

Copy forwarded to :-

1. Secretary to V.C., G.U.
2. Secretary to Registrar, G.U.
3. Drawing and Disbursing Officers for information and necessary action.
4. All Head of Teaching and Administrative Departments. (They are requested to Circulate amongst all Officers/Teachers under their department)
5. Deputy Treasurer, G.U.
6. All Asstt. Dealing with salary bills of teachers, officers & other employees.
7. File Income Tax.


1.1.18
Finance Officer
Gauhati University

GAUHATI UNIVERSITY
GUWAHATI-14

Statement of Income Tax for the Financial Year 2017-18 (Assessment Year 2018-19)

NAME DESIGNATION

PAN DEPARTMENT

Income from Salary:		
a) Basic Pay		
b) DA / ADA		
c) Personal Allowance		
d) Medical Allowance		
e) House Rent Allowance		
f) City Allowance		
g) Arrear Pay		
h)		
GROSS SALARY (A)		
LESS:		
a) Exemption of House Rent Allowance U/S 10(13A) Least of the following is exempted from tax HRA received, 40% of Salary and Rent paid in excess of 10% of Salary.		
b) Professional Tax U/S 16(iii)		
TOTAL DEDUCTION (B)		
Taxable Income from Salary (A-B) (1)		
Income from examination Remuneration (2)		
Income from House Property (3)		
Income from Other Sources (4)		
a) Accrued interest on NSC/Bank Int./Dividend		
b)		
GROSS TOTAL INCOME (1+2+3+4) (5)		
LESS: DEDUCTION U/S. 80 or Chapter (VI)		
a) Deduction u/s.80(C) Maximum Rs.1,50,000/- (Details per over leaf)		
b) Medical Insurance Premium U/S. 80D Maximum Rs.25,000/- paid by cheque. For Senior Citizen maximum Rs.30,000/-		
c) Medical treatment etc. (Maximum Rs.40,000/-), for Senior Citizens Rs 60,000		
d) Rebate u/s 80U, Persons with Disability (Maximum Rs.75,000/-)		
e) Rebate u/s. 80CCD(1B) Deposit of NPS (Maximum Rs.50,000/-)		
f) Rebate u/s.80E Interest on Educational Loan		
g) Rebate u/s 80TTA (Maximum Rs.10,000/-)		
h)		
TOTAL DEDUCTION (6)		
TAXABLE INCOME (5-6) (7)		
Tax on Taxable Income		
Rebate Under Section 87(A) (Maximum Rs.5000)		
Educational Cess 3% on Tax		
Rebate Under Section 89(i)		
Net Tax Payable		
TDS up to January, 2018		
Balance payable by February, 2018		

This is to certify that the statement is correct.

Signature of the employee & date

Checked

Accounts Clerk

Finance Officer
Gauhati University

SELF DECLARATION FORM

Sl No.	Under section 80C	Investment Serial No./ Policy No. of LIC	Total Amount of investment
1.	Contribution to Provident Fund		
2.	Contribution to NPS u/s80CCD		
3	(i) LIC Salary Savings
	(ii) LIC other than salary savings
	
	
	(iii) Contribution to Pension Fund u/s.80CCC	
	(iv) Group Link Insurance	
4.	Contribution towards NSC VIII issue	
5.	Accrued Interest for NSC for the year up to 1 st five year	
6.	House Building Loan Principal Amount	
7.	Tuition Fee (Maximum two children)	
8.	Other Investment	
		
	Total Amount of Deduction U/S. 80C		
	Total Amount of Deduction		

I do hereby declare that above information is true and correct to the best of my knowledge and belief.

Signature of the employee

Date:

NOTE:-

(1) Tax on Taxable Income:

<u>Taxable Income</u>	<u>Tax Rate</u>
Upto Rs.2,50,000/-	NIL
Rs.2,50,001/- to Rs.5,00,000/-	5% of the amount by which it exceeds Rs.250000/-
Rs.5,00,001/- to Rs.10,00,000/-	12,500/- + 20% of the amount by which it exceeds Rs.5,00,000/-
Rs.10,00,001/- and above	1,12,500/- + 30% of the amount by which it exceeds Rs.10,00,000/-

For Resident Senior Citizen (Who is 60 years to 79 years or more on or before 31-03-2018)

<u>Taxable Income</u>	<u>Tax Rate</u>
Upto Rs.3,00,000/-	NIL
Rs.3,00,001/- to Rs.5,00,000/-	5% of the amount by which it exceeds Rs.3,00,000/-
Rs.5,00,001/- to Rs.10,00,000/-	10,000/- + 20% of the amount by which it exceeds Rs.5,00,000/-
Rs.10,00,001/- and above	1,10,000/- + 30% of the amount by which it exceeds Rs.10,00,000/-

(2) Educational Cess : 3% on Net Tax

All supporting documents must be submitted along with this statement. Proposed tax savings investment will be considered for Income Tax calculation but salary for the month of February will not be released until the documents in support of proposed tax savings investment are produced within 10th March, 2018.

**INCOME CERTIFICATE
TO WHOM IT MAY CONCERN**

This is to certify that the pay statement of as G.U. for the year 2017-18 (A.Y. 2018-19) as follows

Month	Basic	DA/ADA	HRA	Med.	Other	Gross Amount	PF	LIC	Income tax	GLIC	P.Tax	HBA	Total deduction	Net Amount
March,17														
April,17														
May,17														
June,17														
July,17														
Aug,17														
Sep,17														
Oct,17														
Nov,17														
Dec,17														
Jan,18														
Feb,18														
TOTAL														

Checked:

Dealing Assistant

Disbursing Officer