

DATED:-12.09.2019

NOTICE

**Subject: Income Tax Calculation as per I.T. Act 1961, for the Financial Year 2019-20**

Income Tax of all employees is to be calculated for the F.Y. 2019-20 by the DDO as per relevant provisions of the I.T. act 1961 and rules notified there under on the basis of salary and other benefits paid to them after allowing rebates/deductions admissible to the officers/officials as per provisions of the Act *ibid*. Accordingly Performa is enclosed for the purpose of calculation of Income and Income Tax by the assesses under the Head salary and other sources.

It is therefore, required to kindly calculate the Provisional Total income from your salary slips and income from other sources. This Performa must be submitted to the Accounts Section along- with saving proofs or declaration about savings upto 15.10.2019 otherwise the income tax will be deducted on the information available in Accounts Section.

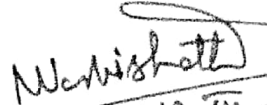
Those employees who are claiming Mediclaim rebate u/s 80D, must submit copy of policy with 80D certificate and bank statement copy showing payment proof other than cash mode only.

For Claiming HRA rebate, employee should submit copy of rent agreement and rent receipts/bank statement. PAN of landlord is required if rent more than 8333/- per month.

If any other income received from University other than Salary & Arrear, should be checked from claim form and Pass Book and written on calculation sheet by employee otherwise employee shall be held responsible himself.

Those employees who want to claim of **interest** on self occupied Home Loan, must submit provisional certificate of Interest & Principal to be paid during the F.Y. 2019-20 from the bank as re-payment proof. House must be in the name of person who is claiming rebate and installment must be paid from the salary income. If the House is the name of two person 50% rebate of Interest & Principal will be given, and 50% installment of total installment must be paid by him/her.

This Notice is also being e-mailed on the mails of Chairpersons/HOD/HOS with request to circulate among all employees working under them.

  
13-IX-2019  
Controller of Finance

CC: P.A. to V.C. for kind information

P.A. to Registrar for information

All Charipersons/HODs/HOS/WS/DR(E)/DR(P)/MO

Sh. Ankit Pannu, System Analyst, for uploading on University website.