



UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

Ref. No. Fin-I/IT/2016-2017/
Delhi, the 10th November, 2016

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

Subject : Filling and submission form for computation of Income Tax Forms for each Financial Year under section 203 of the Income Tax Act, 1961 for deduction of tax of source on salary income.

Dear Sir/Madam,

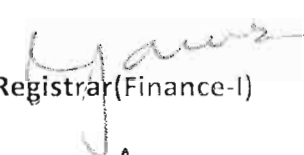
It has come to notice that some employees Teaching /Non-Teaching of the University do not submit their form for computation of Income Tax within the time limit. In order to calculate the Income Tax of all employees with reference to their declared savings, income from other sources etc., if any and to deduct the Income Tax at source accordingly from the month of December, January, and February, it is again requested that the form for computation of Income Tax duly completed in all respect and Form No. 12BB(required under rule 26C of Income Tax, may please be returned to Fin-I/II/Estab.-I section latest by 1st week of December each year postively.

It is also requested that requisite documents in support of rebates/savings claimed such as receipt for payment of House Rent Allowance, LIC, PPF, Interest Certificate on HBA etc. may also be submitted along with the forms.

It may please be noted that in case the above said Forms along with the documents are not submitted in time, this section shall not be in a position to take into account the rebates/savings etc. and Income Tax shall be calculated based on the information/data available in the section.

Please acknowledge receipt.

Yours faithfully,


Assistant Registrar(Finance-I)

University of Delhi, Main Campus, Delhi-110 007 (India)
Tel. 7667725/3922480; Fax : 7666350; Website : www.du.ac.in

UNIVERSITY OF DELHI
Computation of Income Tax for the Financial Year 2016-2017

NAME.....PAN NO.....Category.....Women/Others/Sr. Citizens

1. Amount Chargeable under the Head 'Salary'		
a. Pay (March 2016 to February 2017)		₹
b. Grade Pay		₹
c. DA		₹
d. HRA		₹
e. TA		₹
f. Others		₹
2. Total Amount of Salary (a to f)		₹
3. Perquisites/Pension/Hon./Offg. All/T. Fees/ Overtime Allowance/Bonus/Pay Arrear/Leave Encashment etc.		₹
4. Medical re-imbursment over & above Rs.15,000/-		₹
5. Univ. Cont. to New Pension Scheme		₹
6. Examination Remuneration		₹
7 Less: Transport Allowance (max. 1600/-p.m.)(3200 p.m. for Handicapped Person)		(-) ₹
8 Total (2 to 6)-(7)		₹
9 Saving Bank Interest (enter full amount)		₹
10 Interest other than Savings A/c		₹
11. (i) Income from any other source, if any(only outside DU)		₹
' (ii) Income from Previous Employer, if any (only outside DU)		₹
12. Gross Income : Total (10 - 11)		₹
13. House Rent Allowance, (in case of rent receipt only)	(-)	₹
14. Add Income from House Property	(+)	₹
15. (i) HBA Interest (U/s Sec. 24B)(max.2,00,000/- possession required)	(-)	₹
' (ii) Deduction u/s 80EE HBA Interest (max. 50,000/-)	(-)	₹
16. Gross Total Income (12-13+14-15)		₹
17. DEDUCTIONS:		
A. Under section 80C Chapter VI-A		
(i) Contribution towards GPF/CPF		₹
(ii) NPS Subs. (Ltd. to 10% of Sal. In cases of NPS only) 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 VIM/II Issue/NSS		₹
(vii) Mutual Fund (UTI) ULIP-7/PLI		₹
(viii) Repayment of HBA		₹
(ix) Fixed deposits in Banks/Post Offices for 5 years/Supanya Samridhi Yojana		₹
Total A(i to ix) (Limited to Rs.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 Hand. Dependent)		₹
(iv) Deduction u/s 80DDB(Med. Exp. on Self or Dependent-Critical Disease)		₹
(v) Deduction u/s 80G (Donations) as per the rules		₹
(vi) Deduction u/s 80 GG as per rules		₹
(vii) Deduction u/s 80E (Interest paid on Higher Edu. Loan)		₹
(viii) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books)		₹
(ix) 80TTA Exempt Savings Bank Interest Max. 10,000/-		₹
(x) 80CCD(2) Univ. Cont. to NPS Limited to 10% of Salary		₹
(xi) NPS Sub. (in Employee's Own NPS A/c) 80CCD(1B)		₹
(xii) 80CCG Rajiv Gandhi Equity Savings Scheme		₹
(rebat) (rebate will be applicable on 50% of total amount)		₹
Total B(i to xii)		₹
18. Taxable Total Income (16-17A-17B)		₹
19. (a) Income Tax on Net Income		₹
(b) Less: Deduction u/s 87A (-)2000/- for Taxable Income upto 5,00,000/-		(-) ₹
(c) Income Tax on Net Income 19(a - b)		₹
20. Education Cess @3% of Income Tax		₹
21. Total Income Tax (19(c)+20)		₹
22. (a) (i) Income Tax paid upto Dec.'2015		₹
(ii) Education Cess paid upto Dec'2015		₹
(b) (i) Balance of Income Tax to be recovered/Tax Deducted		₹
(ii) Balance of Education Cess to be recovered		₹
(c) (i) Advance Tax Paid/Tax Deducted by other Deptts.(outside DU)		₹
(ii) Education Cess Paid by other Deptts.(outside DU)		₹
23. Tax Payable/Refundable (21-22)		₹

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: Signature

Sr. Asstt./Fin-l Name

Head of the Department Phone

(Rubber Stamp) Designation

S.O. Fin-l 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	10%	10%	Nil
₹ 3,00,001 to ₹ 5,00,000	₹ 5,000+10%	₹ 5,000+10%	10%
₹ 5,00,001 to ₹ 10,00,000	₹ 25,000+20%	₹ 25,000+20%	₹ 20,000+20%
Above ₹ 10,00,000	₹ 1,25,000+30%	₹ 1,25,000+30%	₹ 1,20,000+30%

Education Cess : 3% of Income Tax.

Tax credit of ₹ 5,000 for Total Taxable income upto ₹ 5 lakh (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 31.03.1957 or before for financial year 2016-17.

FORM NO.12BB (See rule 26C)

Name and address of the employee:

Permanent Account Number of the employee:

Financial year:

2016-17

Details of claims and evidence thereof

SNo. (1)	Nature of claim (2)	Amount (Rs.) (3)	Evidence / particulars (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) Contribution towards GPF/CPF (ii) NPS Subs. (Ltd. to 10% of Sal. In case of NPS only) 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 Hand. Dependent) (iv) Deduction u/s 80DDB(Medical Exp. on Self or Dependent) (v) Deduction u/s 80G (Donations) as per the rules (vi) Deduction u/s 80 GG as per rules (vii) Deduction u/s 80E (Interest paid on Higher Edu. Loan) (viii) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books) (ix) 80TTA Exempt Savings Bank Interest Max. 10,000/- (x) 80CCD(2) Univ. Cont. to NPS Limited to 10% of Salary (xi) NPS Subs. (In Employee's Own NPS A/c) 80CCD(1B) (xii) 80CCG Rajiv Gandhi Equity Savings Scheme (enter full amt. upto 50,000/-)		
	Total B(i to xii)		

Verification

I, do hereby certify that the information given above is complete and correct.

Place.....

(Signature of the employee)

Full Name

Date.. .. .