



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 investment position and furnish all supporting documents for Tax Saving along with the Tax calculation form on or before 10th January, 2025. One standard form for the Assessment Year 2025-2026 (Financial Year 2024-2025) with rates of Income Tax is enclosed herewith for submission after duly filled up.

A statement in the said form showing the actual income and deduction during the financial year 2024-2025 shall have to be submitted within 10/01/2025 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 through the monthly salary bills within the current financial year.

The Disbursing Officers will forward the individual forms in respect of the employees under their control along with the respective salary bills.

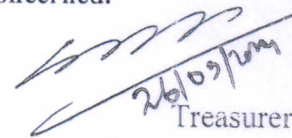
It may be noted that release of salary for the month of February, 2025 shall be subject to full deduction / payment of tax as may be payable by the concerned individual/employee.

PAN must be provided in the statement of Income Tax otherwise salary for the month of February, 2025 will not be released.

As per Income Tax rule there are two tax regimes in A.Y. 2025-2026. Therefore, all concerned tax payers are requested to select one out of the two regimes.

No Income statement is required for Teachers/Officers/C & D. They are hereby informed to submit duly signed investment document before due date i.e. 10/01/2025. If any document not signed by the employee, it will be treated as invalid document. (Every employee must submit the Original or certified copy of the House Building Loan certificate along with the HBL EMI deduction bank accounts statements. If not submitted both the document of HBL, document will be treated as invalid for Income Tax calculation).

It is to be noted that the above mentioned documents must be reach the Treasurer establishment in due time, failing which tax will be deducted as per pay record and the responsibility for Payment of balance Income Tax in Jan/2025 & Feb/2025, if any, shall lie on the employee Concerned.


26/09/2024
Treasurer

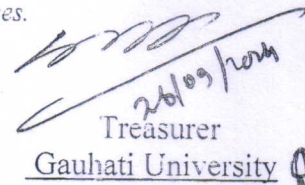
Gauhati University

Ref. No. A(IT)/GU/AC/24-25/ 2171-270

Date: 28-10-2024

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 Teachers/Officers under their department)
5. Asstt. Treasurer, G.U.
6. All Dealing Asstt. of salary bills of Teachers, Officers, C & D and other employees.
7. Income Tax File.


26/09/2024
Treasurer
Gauhati University

- i. No document is required for those who opted for new Income Tax Scheme for A.Y. 2025-2026. But Name and signature is required in income statement for both of Income Tax Scheme.
- ii. Income Tax forms/Income Statement will be collected from respective Bill Asstt. and they have to submit the income tax forms in Dy. Treasurer's room only within the stipulated time period.
- iii. Income Tax form may be downloaded from GU portal i.e. gauhati.ac.in w.e.f. 01-01-2025.
- iv. Employee claiming exemption House Rent Allowance must submit duly fill-up form 12BB under Income Tax Rule 26C. any false claim of exemption will be viewed seriously and GU rule will follow accordingly.