



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.

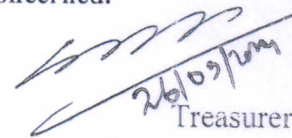
It may be noted that release of salary for the month of February, 2025 shall be subject to full deduction / payment of tax as may be payable by the concerned individual/employee.

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

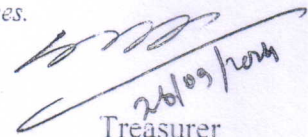
Gauhati University

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.

NOTE:-

SLAB ONE (Existing Scheme)

Tax on Taxable Income:

Taxable Income

Upto Rs. 2,50,000/-
Rs. 2,50,001/- to Rs.5,00,000/-
Rs. 5,00,001/- to Rs.10,00,000/-
Rs. 10,00,001/- and above

Tax Rate

NIL
5% of the amount by which it exceeds Rs.2,50,000/-
20% 12,500/- +20% of the amount by which it exceeds Rs.5,00,000/-
30% 1,12,500/- +30% of the amount by which it exceeds Rs.10,00,000/-

For Resident Senior Citizen (Who is 60 years or more but less than 80 years)

Taxable Income

Upto Rs. 3,00,000/-
Rs. 3,00,001/- to Rs.5,00,000/-
Rs. 5,00,001/- to Rs.10,00,000/-
Rs. 10,00,001/- and above

Tax Rate

NIL
5% of the amount by which it exceeds Rs.3,00,000/-
20% 10,000/- +20% of the amount by which it exceeds Rs.5,00,000/-
30%1,10,000/- +30% of the amount by which it exceeds Rs.10,00,000/-

For Resident but not Ordinarily Resident super senior citizen (Who is 80 years or above)

Taxable Income

Upto Rs. 3,00,000/-
Rs. 3,00,001/- to Rs.5,00,000/-
Rs. 5,00,001/- to Rs.10,00,000/-
Rs. 10,00,001/- and above

Tax Rate

NIL
NIL
20%
30%

SLAB TWO (New Scheme)

Tax on Taxable Income:

Taxable Income

Up to Rs.3,00,000/-
Rs.3,00,001/- to Rs.7,00,000/-
Rs.7,00,001/- to Rs.10,00,000/-
Rs.10,00,001/- to Rs.12,00,000/-
Rs.12,00,001/- to Rs.15,00,000/-
Above Rs.15,00,001/-

Tax Rate

NIL
5% on income which exceeds Rs.3,00,000/-
Rs.20,000/- + 10% on income more than Rs.7,00,000/-
Rs.50,000/- + 15% on income more than Rs.10,00,000/-
Rs.80,000/- + 20% on income more than Rs.12,00,000/-
Rs.1,40,000/- + 30% on income more than Rs.15,00,000/-

GAUHATI UNIVERSITY
GUWAHATI-14

Mobile No.....

Statement of Income Tax for the Financial Year 2024-25 (Assessment Year 2025-2026)
(For Existing Scheme)

NAME DESIGNATION

PAN DEPARTMENT

<u>Income from Salary:</u> a) Basic Pay b) DA / Arrear DA c) Medical Allowance d) House Rent Allowance e) City Allowance f) Arrear Pay g) Other Allowance h) Value of perquisites in lieu of House Rent i)		
GROSS SALARY (A)		
<u>LESS:</u> 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) Standard Deduction 50,000/- u/s 16(ia) c) Professional Tax U/S 16(iii)		
TOTAL DEDUCTION (B)		
Taxable Income from Salary (A-B)	(1)	
Income from examination Remuneration /Others	(2)	
Income from House Property	(3)	
Income from Other Sources	(4)	
a) Accrued interest on NSC/Bank Int./Dividend etc. b)		
GROSS TOTAL INCOME (1+2+3+4)	(5)	
<u>LESS: DEDUCTION U/S. 80 or Chapter (VI)</u> 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.50,000/- c) Medical treatment u/s 80DDB etc. (Maximum Rs.40,000/-), for Senior Citizens Rs 1,00,000 (Form 10-I required) d) Rebate u/s 80U, Persons with Disability (Max.Rs.75,000/- & Rs.1,25,000/- deduction for people with severe disability) (Form 10-IA required) e) Rebate u/s. 80CCD(1B) Deposit of NPS (Maximum Rs.50,000/- certified copy) f) Rebate u/s.80E Interest on Educational Loan g) Rebate u/s 80TTA (Maximum Rs.10,000/-) h) Rebate u/s 80TTB (Maximum Rs.50,000/-) for Sr. Citizen any Int.		
TOTAL DEDUCTION	(6)	
TAXABLE INCOME (5-6)	(7)	
Tax on Taxable Income		
Rebate Under Section 87(A) (12,500/- taxable income upto 5 lakh)		
Educational Cess 4% on Tax		
Rebate Under Section 89(i)		
Net Tax Payable		
TDS up to January, 2025		
Balance payable by February, 2025		

This is to certify that the statement is correct.

Checked & found correct

Signature of the employee with date

Dealing Asstt.
(Treasurer Estt.)

Dy./Asstt. Treasurer
Gauhati University

Treasurer
Gauhati University

FORM NO. 12BB

[See rule 26 C]

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

1. Name of the Employee:.....PAN:

2. Financial Year : 2024 – 2025 Assessment Year : 2025 – 2026

DETAILS OF CLAIMS AND EVIDENCE THEREOF			
Sl. No.	Nature of claim	Amount (Rs.)	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/Aadhaar No.) of the Landlord Note: [PAN/Aadhaar No] 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) [PAN/Aadhaar No] 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 80CCD (i) Section 80C (a) Contribution to Provident Fund. (b) LIC Salary savings (c) LIC other than Salary Savings (d) Contribution to NSC/Tax Savings FD (e) Contribution to Group Link Insurance (f) HBL Principal Amount (g) Tuition Fee (h) (ii) Section 80CCC (Contribution to Pension Fund) (iii) Section 80CCD (NPS) (B) Other Section (e.g. 80E, 80D, 80TTA, 80TTB, 80U, 80DDB etc. under Chapter VI-A (i) Section (ii) Section.....	

Verification

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

Place:.....

.....
(Signature of the employee)

Date:.....

Full Name:.....

Designation:.....

Note: All supporting documents duly signed and submitted along with this statement. If any document not signed by the employee 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 accounts statements. If not submitted both the document of HBL, document will be treated as invalid for Income Tax calculation).

NOTE:-

Tax on Taxable Income:

Taxable Income

Upto Rs.2,50,000/-

Rs.2,50,001/- to Rs.5,00,000/-

Rs.5,00,001/- to Rs.10,00,000/-

Rs.10,00,001/- and above

For Resident Senior Citizen (Who is 60 years or more but less than 80 years)

Taxable Income

Upto Rs.3,00,000/-

Rs.3,00,001/- to Rs.5,00,000/-

Rs.5,00,001/- to Rs.10,00,000/-

Rs.10,00,001/- and above

For Resident but not Ordinarily Resident super senior citizen (Who is 80 years or above)

Taxable Income

Upto Rs. 3,00,000/-

Rs. 3,00,001/- to Rs.5,00,000/-

Rs. 5,00,001/- to Rs.10,00,000/-

Rs. 10,00,001/- and above

Tax Rate

NIL

5% of the amount by which it exceeds Rs.250000/-

12,500/- + 20% of the amount by which it exceeds Rs.5,00,000/-

1,12,500/- + 30% of the amount by which it exceeds Rs.10,00,000/-

Tax Rate

NIL

5% of the amount by which it exceeds Rs.3,00,000/-

10,000/- + 20% of the amount by which it exceeds Rs.5,00,000/-

1,10,000/- + 30% of the amount by which it exceeds Rs.10,00,000/-

Tax Rate

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30%

GAUHATI UNIVERSITY
GUWAHATI-14

Mobile No.....

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(For New Scheme)

NAME : DESIGNATION :

PAN : DEPARTMENT :

Income from Salary:			
a) Basic Pay			
b) DA / Arrear DA			
c) Personal Allowance			
d) Medical Allowance			
e) House Rent Allowance			
f) City Allowance			
g) Arrear Pay			
h) Value of perquisites in lieu of House Rent			
i)			
GROSS SALARY	(1)		
a) Less. Standard Deduction 75,000/-	(2)		
Taxable Gross Salary (1-2)	(3)		
Income from examination Remuneration	(4)		
Income from House Property	(5)		
Income from Other Sources	(6)		
a) Accrued interest on NSC/Bank Int./Dividend			
b)			
c)			
d)			
GROSS TAXABLE INCOME (3+4+5+6)			
Tax on Taxable Income			
Educational Cess 4% on Tax			
Net Tax Payable			
TDS up to January, 2025			
Balance payable by February, 2025			

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Signature of the employee with date

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(Treasurer Estt.)

Dy./Asstt. Treasurer
Gauhati University

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Gauhati University

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Taxable Income

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Rs.3,00,001/- to Rs.7,00,000/-
Rs.7,00,001/- to Rs.10,00,000/-
Rs.10,00,001/- to Rs.12,00,000/-
Rs.12,00,001/- to Rs.15,00,000/-
Above Rs.15,00,001/-

Tax Rate

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Rs.20,000/- + 10% on income more than Rs.7,00,000/-
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