

E3/Paybill/2018

Dt: 26/11/2018

CIRCULAR

Sub: Income Tax – Deduction at sources for the financial year 2018-2019 – Furnishing of details of savings other than salary – Reg.

It is informed that the Income Tax payable by the staff is to be recovered at source from their salary, before February-2019. Therefore the following instructions are issued to furnish the proposed savings particulars other than salary, if any, for the financial Year 2018-2019 without fail on or before 17/12/2018.

1. In respect of those who availed Housing Loan from the financial organization willing to get Income Tax exemption should submit the details of Interest and Principle repayable by them in the prescribed working sheet (Form No.12C) which is available in the University website www.annamalaiuniversity.ac.in along with the provisional certificate only issued by the concerned financial organization in which they have availed Housing Loan. The above details should be submitted to 'E' section, Administrative office within the prescribed date.

2. The title of the property in which the Income Tax exemption is claimed should be in the name of the employee.

3. The Income Tax balance amount will be recovered in three equal installments from the month of December-2018 to February-2019.

4. Details of savings other than salary and Housing Loan should be submitted to the respective pay bill sections (E Section) by the staff from which they are getting salary on or before the prescribed date.

5. The Income Tax Department has instructed to submit the Xerox copies of all the savings particulars along with the annual returns to be submitted by the University and therefore the members of staff who are availing the Income Tax exemption are informed to submit the Xerox copies of savings particulars to the E Section (Paybill) on or before 18/02/2019 and further it is informed that the individual concern only may follow the deductions and returns of the Income Tax against his/her salary.

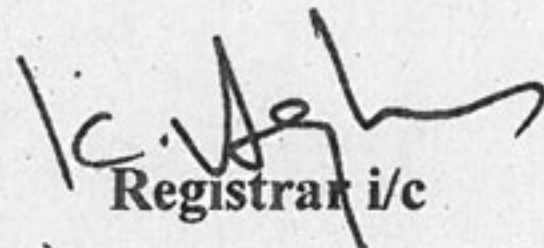
6. If no Xerox copies of the savings particular are submitted within the prescribed date, it will be presumed that no savings has been made and Income Tax will be deducted as per actual.

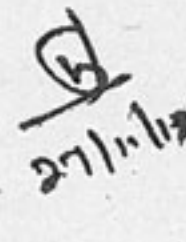
To

1. All the Head of Department of Study.
2. All the Officers in the University.
3. The Director, Directorate of Distance Education – 150 Copies (with a request to forward this circular to all study centers
4. The Principal, Rajah Muthiah Medical College – 20 copies.
5. The Principal, Rajah Muthiah Dental College and Hospital – 10 copies.
6. The Medical Superintendent, Rajah Muthiah Medical Hospital – 25 copies.
7. The Controller of Examinations, Annamalai University.
8. The Convenor, Wardens' Council.
9. All the Wardens of Hostels.
10. The Director, Annamalai Innovation centre.
11. The Public Relations Manager.
12. All the Section Officers.

Copy to:

1. The Finance Officer.
2. The Joint Registrar.
3. The P.A. to Vice – Chancellor.
4. The P.A. to Registrar.


Registrar i/c


27/11/18

With a request to
Circulate this
circular among the
members of staff
working under their
control.

DETAILS OF INCOME TAX SAVINGS FOR THE FINANCIAL YEAR-2018-2019

(For Housing Loan separate Working sheet (Form No. 12C) should be submitted)

Token No. :		PAN:	
Name :			
Designation :			
Department :			
Cell No. :			

ABSTRACT FOR SAVINGS (2017-2018)

Sl. No.	Scheme	Total Amount
1	NSC	Rs.
2	LIC / including ICICI, TATA & SBI etc.	Rs.
3	PPF	Rs.
4	Monthly Rent	Rs. Per/month
5	Fixed Deposit	Rs.
6	Tuition Fees (Only for 2 Children)	Rs.
7	Mediclaime (80D) [mode of payment by cheque/DD/online payment only accepted]	Rs.
S8	Handicapped Relief 80U/80DD	Rs.
9	Others (if any)	Rs.

The Xerox copy of savings particulars (other than salary) as mentioned above have been entirely enclosed herewith towards Income Tax rebate for the financial year 2018-19. Further no such savings will be submitted hereafter.

Date:

Signature of the Staff

DECLARATION

I hereby declare that my wife/husband is not working at anywhere and he/she is not an Income Tax assesses. Therefore the savings submitted in the name of my wife/husband may be considered for my Income Tax rebate.

Signature of the Staff

DETAILS OF SAVINGS

1. Particulars of N.S.C.

S.No.	Certificate No	Name of the Post Office	Date of Remittance	Amount
1.				
2.				
3.				
4.				
5.				
6.				
Total →				

2. Particulars of L.I.C.(including ICICI / TATA / SBI or all other private insurance)

S.No.	Policy No	Name of the Insurance Company	Date of Remittance	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
Total →				

3. Particulars of Public Provident Fund.

S.No.	Account No	Post Office/ Bank	Branch	Date	Amount
1.					
2.					
3.					
4.					
5.					
Total →					

4. Rent Receipt. (if staying in a Rented House, Paid certificate issued by the House Owner must be enclosed)

Monthly Rent : Rs. _____ per /month

5. Fixed Deposit.

S.No.	Pass book No.	Name of the Bank	Date of Remittance	Amount
1.				
2.				
3.				
4.				
Total →				

6. Tution Fees.

S.No.	Particulars	School or College	Name of Student	Date	Amount
1.					
2.					
Total →					

7. Mediclaim under Section (80D). [mode of payment by cheque/DD/online payment only accepted]

8. Handicapped Relief under Section 80U/80DD.

9. Others if any.

1.

2.

3.

4.

5.

I declare that the savings and monthly rent as mentioned above are correct and which all are actually met out by me.

Signature

FORM No.12C

WORKING SHEET FOR INCOME TAX REBATE FOR HOUSING LOAN
(INCOME TAX EXEMPTION UNDER SECTION 192 (2B))

THOSE WHO HAVE AVAILED HOUSING LOAN FOR THE YEAR 31st MARCH.-----)

1. Token Number :
 2. Name :
 3. P.A.N. (I.T. Permanent Account No.) :
 4. Residential Address :
 5. Cell Number / Land Line Number(s) :
 6. Particulars of Income under any head other than SALARIES received in the Financial year
 - i) Interest on Securities :
 - ii) Income from House Property (for furnishing interest paid on Construction of house)
 - a) Door Number, Street and Place at which the house is located :
 - b) Date of completion of construction of the house. :
 - c) Owner of the plot :
 - d) Whether let out or owner occupied :
 - e) If let out rental income from house : Annual

LESS : Tax paid, 30% provision for Maintenance, interest paid on borrowed Capital, net income/loss from house property	Rental Income :	
	Less : Municipal Tax :	
	Less : 30% Maintenance :	-----
	Net Income :	
	Less : Interest paid :	-----
	Net loss on income From House property :	-----
 - f) If owner occupied, interest paid on borrowed capital after completion of construction of house :

[Enclose supporting documents for Repayment of principal and interest]	Principal repaid :	
	Interest paid :	
 - iii) Profits and gains of business profession :
 - iv) Capital gains :
 - v) Income from other source :
7. Aggregate of Sub – items (i) to (v) :
8. Tax deducted at source (other than Salary) :
Enclose certificate issued (u/s 203)

Place : Annamalainagar

Date :

(Signature of Employee)

VERIFICATION

I,....., do hereby declare that stated above is true to best of my knowledge and belief.

Valied

today the

day of

20