



ASSAM UNIVERSITY, SILCHAR
FINANCE SECTION

CIRCULAR

Sub: - Calculation of Income Tax for the financial year 2012-13.

All Teaching, Non-Teaching Employees, Pensioner, Consultants & Teaching Asstt. liable to pay income tax are requested to submit particulars of their savings in the enclosed format along with copies of the receipt and certificate(s) in respect of savings etc. for calculation of deductions under provisions of Income Tax Act to the **Finance and Entitlement Section for the financial year 2012-13 on or before 15th October, 2012**. In case the information is not received from the concerned employees by the above mentioned date, income tax will be calculated and deducted at source on the basis of particulars available with Finance Department without any further correspondence.

Assesses staying in rented house and seeking relief on HRA should submit the **Rent Receipt** availing relief as **per the enclosed prescribed format of Income Tax Dept.** Document in support of the savings other than those made through salary account should also be **submitted to Finance and Entitlement Section latest by 15th November, 2012** for record and inclusion in **Form 16**.

PAN is mandatory for all employees (Teaching, non-teaching including Grade III and Grade IV employees). As such, it is requested that all concerned should submit Photostat copy of their PAN Card.

Drawing & Disbursing Officer

No. AUF/104/IT/2007-08

Date: 11-09-2012

Copy forwarded along with prescribed format for kind information and necessary action to:-

1. Pro Vice-Chancellor for kind information
2. All Deans of School for information.
3. Registrar/Finance Officer/COE/Librarian/Director, CDC, IQAC for kind information.
4. All Deputy Registrars/Deputy Librarian/Asstt Registrars/Asstt. Director of Sports/Medical Officer, AUS for information and with a request to bring to the notice of all concerned. (Extra copies of format are enclosed).
5. All HODs with a request to bring the matter to the notice of all concerned.(extra copies of format are enclosed)
6. Sections Officer (VCS) for kind information of the Vice Chancellor.
7. All Section Officers for information and with a request to bring this to the notice of all staff members liable to pay Income Tax. (Extra copies of format are enclosed).

Section Officer (F & E)

RECEIPT OF HOUSE RENT

(Under Section 1 (13-A) of Income Tax Act)

Received a sum of Rs. _____ (Rupees _____)

from _____ towards

the rent @ _____ per month from _____

_____ to _____ in respect of House No. _____

situated at _____

Affix One
Rupee
Revenue
Stamp

Date:

Signature of the House Owner

Name: _____

Address: _____

PAN NO. _____