

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)



24 OCT 2016
20th October 2016

C I R C U L A R

**Subject: Deduction of Income Tax at Source for the financial year 2016 - 17,
(Assessment year 2017-18) - Req**

All staff members of Teaching and Non-Teaching are requested to furnish the particulars of the Income from all sources, in the enclosed Performa to enable the Salary Section to regulate the recovery of Income Tax for FY 2016-17 from the Pay Bills of remaining months. While furnishing the particulars, the staff members are requested to note the following requirements.

Employees drawing HRA more than Rs. 3000/- shall submit receipt of rent being paid by them. Those drawing less than Rs. 3000/- shall invariably mention the information in the Income Tax assessment form.
Employees paying rent more than Rs.8333/- p/m must submit rent receipt with PAN of house owner.

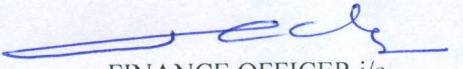
Latest receipts of specified savings U/S 80CCE and Chapter VI-A for claiming the exemption are to be enclosed with Assessment Form. **No exemption can be allowed if sufficient proof to this effect is not enclosed.**

Income, if any under any head other than salaries on which the employee desires the tax to be deducted at source from his/her salary may be furnished.

The particulars of income under Transport/children education allowance/medical reimbursement/honorarium/overtime allowance/arrear of salary etc. shall invariably be indicated in the form, non-disclosure of income will entail action from Income Tax department.

Every employee shall mention the PAN (Permanent Account Number). Those who do not have PAN till now are requested to immediately obtain the same from IT department and then submit a Xerox copy of it to the Salary Section for office record. It is compulsory for the employees to indicate the PAN as the income tax remittances are not accepted by IT department without PAN.

It is requested that particulars in assessment form may be filled in and submitted to Finance & Accounts Section on or before **20th November 2016** failing which the Salary Section based on the information available in the records will recover the income tax and remit the same to the Income Tax department. **It may be noted that once deduction is made from the pay bills it will not be possible to refund excess deductions if any, at University level.**


FINANCE OFFICER i/c

To

All Section Head Teaching/Non Teaching and Off Campuses etc,
with a request to bring to the notice of all staff.

Important note: information of total saving must be furnished in the format.

An assessee whose total income does not exceed Rs 5 lakh shall be entitled to a deduction of an amount equal to 100% of income tax or Rs. 5000/- whichever is less.

