

No.: DHWU/FO/IT/19/2022

Date: 07.11.2022

## **NOTICE**

All the employees of Diamond Harbour Women's University whose gross income from salary will be more than Rs. 2.5 Lakh in the Financial Year 2022-23 (Assessment Year 2023-2024) are hereby requested to submit their particulars as per enclosed format positively by 15<sup>th</sup> December 2022. If an employee does not submit his particulars within the stipulated date, his tax liability will be assessed on the basis of information available in this office and his salary for January 2023 & February 2023 will be drawn accordingly. They are also requested to inform by 15<sup>th</sup> December 2022 the amount to be deducted as income tax from their salary for the month From December 2022 to February 2023.



Finance Officer

Diamond Harbour Women's University

**Diamond Harbour Women's University**  
**Sarisha, Diamond Harbour**  
**South 24 Parganas, Pin-743368**

**PART -A**

Name :

Designation:

Residential Address:

Mobile No.

If Residing in rented house /Govt. qtr (Mention the monthly rent: proof to be submitted)

(Income Tax Statement for the Financial Year 2022-2023 (A.Y 2023-2024))

PAN NO:

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**PART B**

**COMPUTATION OF TOTAL INCOME & TAX PAYABLE FOR THE ASSESMENT YEAR 2023-2024 & PREVIOUS YEAR 2022-2023 (MARCH TO FEBRUARY), WHERE TOTAL INCOME EXCEEDS Rs. 2,50,000/-**

Please tick the applicable box:

- a. New tax ☐ regime
- b. Existing tax ☐ regime

			Rs.	Rs.	Rs.
1	(a)	Gross salary (incl. allowances, Bonus, Overtime, Pension from former employer.			
	(b)	Add: Arrear Received during the year			
		TOTAL {1(a)+1(b)}			
2		Less :-			
	a)	Standard deduction		50,000/-	
	b)	P. Tax U/S 16 (iii)			
	c)	H.R.A. exemption u/s 10(13A)			
	i)	Actual H.R.A. received			

		ii)	Rent paid in excess of 10% salary (salary means B.P. + A.G.P + DA )			
		iii)	50% of salary residing at Kolkata (salary means B.P + A.G.P + DA) or 40% of salary residing outside Kolkata			
			Least of the above (i, ii, iii ){Attach Proof}			
3			Total Income from Salaries { 1 - 2(a+b+c) }			
4			Income from Other Sources:			
	a)	{Attach Proof}	Interest of NSC/ RD interest,			
	b)		Fixed Deposit interest			
	c)		Honorarium			
	d)		Any other income from other sources			
	e)		All Savings Bank Interest (Attach Bank interest details)			
	f)		Royalty Income			
5				Gross Total Income ( 3 + 4a + 4b + 4c +4c +4d + 4e + 4f)		
6			Less: Income from House properties: - Interest of H.B.L up to Rs. 2.00 lakhs [u/s 24] ( <b>Accrual basis as per I.T Rule</b> )			
7			Gross Total Income after HBL interest (5 - 6)			
8			Less: deduction under section 80 (Other than 80C,80CCC,80CCD)			
	a)	{Attach Proof}	Investment under RGESS U/S 80CCG (50%, Max. Rs. 25,000/-)			
	b)		Mediclaime u/s 80D (not exceeding for self & family Rs. 25,000/- & 50,000 for Senior Citizen) if payment is made other than cash.			
	c)		Maintenance including Medical treatment of dependant with disability u/s 80 DD for more than 40% disability (Max. Rs. 75,000/- ) & above 80% (Max. Rs. 1,25,000/-) From No. 10-1A to be submitted for this claim.			
	d)		Expenses on Medical treatment for Cancer, AIDS, chronic renal failure. (U/S 80DDB, Max. Rs. 40,000/- & Rs. 1,00,000/- for Senior Citizen)			
	e)		100% Interest of Higher Studies loan u/s 80E (interest paid for a period of 8 years)			
	f)		Deduction in respect of donation u/s 80G			
	g)		Deduction for Royalty income of Authors, u/s 80QQB (100% or Max. Rs. 3,00,000/-)			

	h)		Deduction of Savings bank interest u/s 80TTA (Max. Rs. 10,000/-)		
			Considerable amount, mentioned in 4(f)		
	i)		Person with permanent physical disability u/s 80U for more than 40% disability (Max. Rs. 75,000/-) & above 80% (Max. Rs. 1,25,000/-)		
	j)		Employees share of NPS above Rs. 50,000.00 (u/s 80CCD (1B))		
	k)		Deduction in respect of interest income from banks, post office etc only for senior citizen (u/s 80TTB maximum Rs. 50,000/-)		
			Total Deduction u/s 80 (a + b + c + d + e + f + g + h + i + j + k)		
9			Net income (7 - 8)		
10			<i>Deduction of u/s 80C, 80CCC, 80CCD (Max. Amount Rs. 1,50,000/-)</i>		
	I)	{ Attach Proof }	G.P.F		
	II)		ELSS		
	III)		L.I.C.		
	IV)		P.P.F.		
	V)		NSC- invested in 2021-2022		
	VI)		Approved Mutual Fund		
	VII)		Tuition fees paid, Max. 2 children (No Donation & Dev. Fees)		
	VIII)		Repayment of HBL Principal amount during the year 2021-2022		
	IX)		Deposit of premium under Pension scheme u/s 80CCC		
	X)		Amount deemed to be re-invested on the Interest of NSC		
	XI)		NPS u/s 80CCD (1B) maximum Rs. 50,000.00		
	XII)		NPS upto Rs. 1.50 Lakh U/s 80CCD (1)		
	XIII)		National Savings Scheme		
	XIV)		Tax savings Fixed Deposit		
	XV)		Suknya Samriddhi Yojana		
11			Total deduction (Max. Rs.1,50,000/-) { I + II + III + IV + V + VI + VII + VIII + IX + X + XI + XII + XIII + XIV + XV }		
12			Taxable Income ( 9 - 11 )		
13			Tax under existing regime		

		a)	Tax on total income upto Rs. 2,50,000 (men & women) & Rs. 3,00,000/- for Senior Citizen(age below 80 years, men & women)	NIL		
		b)	Income from above Rs. 2.5 Lakh up to Rs. 5 Lakh	5%		
		c)	Income from above Rs. 5 Lakh up to Rs. 10 Lakh	20%		
		d)	Rs. 10,00,001/- and above	30%		
13A			Tax under new tax regime (if applicable no exemption and deduction claimed under sl. no. 2 to 10 above)			
		a)	Tax on total income upto Rs. 2,50,000 (men & women) & Rs. 3,00,000/- for Senior Citizen(age below 80 years, men & women)	NIL		
		b)	Income from above Rs. 2.5 Lakh up to Rs. 5 Lakh	5%		
		c)	Income from above Rs. 5 Lakh up to Rs. 7.5 Lakh	10%		
		d)	Income from above Rs. 7.5 Lakh up to Rs. 10 Lakh	15%		
		e)	Income from above Rs. 10 Lakh up to Rs. 12.5 Lakh	20%		
		f)	Income from above Rs. 12.5 Lakh up to Rs. 15 Lakh	25%		
		g)	Above Rs. 15 Lakh	30%		
14			Total Tax 13(a+b+c+d) or 13A(a+b+c+d+e+f+g)			
15			Rebate u/s 87A (Max. Rs. 12,500/- up to taxable income Rs. 5 lakh)			
16			TOTAL TAX AFTER REBATE (14-15)			
17			Add Education & Health Cess 4% {3% + 1%}			
18			Total Tax payable ( 16 + 17)			
19			Less: Relief u/s 89 (if any)			
20			Total tax payable in the year 2022-2023			
21			Tax already Paid from Salary Bills up to November 2022			
22			I Tax to be deducted from Salary Bill from December 2022 to February 2023 (FY-2022-2023)			



**A. I hereby declare that:**

L.I.C. Policy/Policies/NSC(s) in respect of which rebate in income tax is being claimed, have not been/will not be surrendered/expired/ with drawal before the 31<sup>st</sup> March 2022. The house property for which deduction is claimed for repayment of loan U/s 80C and/or interest u/s 24 have not been and/or will not be transferred to others within the expiry of Five years from the end of the financial year in which possession of such property was obtained and construction of the house property have been completed by the end of the financial year (subject to production of Certificates). I am submitting all attachments (12 months House rent receipts/ 12 months Rent Control payment receipts, Savings bank interest, Royalty, LIC, PPF, NSC, Tution Fees, HBL Principal & Interest, documents of 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80C) with this I.T statement. I have claimed tax rebate u/s 89(I) on splitting up the arrear salary that I have received during the previous year. Certified that my Children reads in \_\_\_\_\_ school. Their Tuition fee is Rs. \_\_\_\_\_ Per month (enclose proof); and my spouse is not claiming deduction in respect of their Tuition fees.

Income tax liability arising due to failure, if any, for not making/not intimating payment/Investment made or proposed to be made by me and/or any wrong declaration would be my responsibility.

**B. I understand that :**

The filling Income Tax Return is a legal obligation of every person whose total income during the previous year exceeds the maximum amount which is not chargeable to income tax under the provisions of I.T. Act, 1961. All declarations made above and pre page are true.

\*Strike out whichever is not applicable.

\_\_\_\_\_  
**Signature & Designation of**

**Assessee**

**Verified by**

**Countersigned by**

**Dealing Assistant**

**D.D.O**

To

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Sub: Income Tax Statement for the Financial Year 2022-2023 relating to the Assessment Year 2023-2024

Please submit Income Tax Statement for the Financial Year 2022-2023 (salary from March to February) corresponding to the Assessment Year 2023-2024 to the office of DHWU within 15<sup>th</sup> December 2022 positively as per Pro forma enclosed.

Thanking you

Finance Officer

Diamond Harbour Women's University

Enclosed:

1. PROFORMA OF INCOME TAX STATEMENT
2. PAY STATEMENT FORMAT 2022-2023

Please read the following note, for your ready reference:-

- Under new tax regime no exemption and deduction is allowable except section 10(15)(i)- interest on post office savings account up to Rs. 3500/- in case of individual account and Rs. 7000/- in case of joint account.
- No tax payment by bank Challan is entertained by the DDO.
- In case of 80D – payment of Mediclaim should be made by Cheque not by cash.
- At the time of submission of I.T statement, Tax payer should submit all documents along with I.T statement positively. Otherwise no deduction claim will be entertained by the DDO at the time of TDS deduction.
- Taxable income upto Rs. 5 Lakh will entitled rebate , Maximum of Rs. 12,500.00 u/s 87A.
- In case of claim of deduction on interest of HBL house building advance taken by the employee under Govt. loan scheme, deduction u/s 24(1)(iv) would be on **Accrual basis** of interest which would start running from the date of the drawal of the advance.
- TDS should be deducted equally starting from Pay bill for the month of March.
- **U/s 80G will not be allowable by DDO, it may be allowed by ITO, for case to case.**

Pay Statement of Prof. / Dr. / Sri / Smt. \_\_\_\_\_ Name of the Department \_\_\_\_\_

For the period of March 2022 to February, 2023

Months	Basic Pay	DA	HRA	Spl. Pay/ Allow	MA	Over Drawal	Gross Pay (2+3+4+5+6+ 7)	P. Tax	I. Tax	P.F.	Total Deduction (9+10+11)	Net Pay (8 -12)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Mar'22													
Apr'22													
May'22													
Jun'22													
Jul'22													
Aug'22													
Sep'22													
Oct'22													
Nov'22													
Dec'22													
Jan'23													
Feb'23													
Arrear( 1)													
Arrear( 2)													
Arrear( 3)													
Total													

Signature