

No.: DHWU/FO/IT/110/2023

Date: 11.12.2023

NOTICE

All the employees of Diamond Harbour Women's University whose gross income from salary and other sources is more than Rs. 2.5 Lakh in the Financial Year 2023-24 (Assessment Year 2024-2025) are hereby requested to submit their particulars in the enclosed format for the current financial year positively by 5th January 2024. 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 2024 will be drawn accordingly.

Sd/-

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 2023-2024 (A.Y 2024-2025))

PAN:

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PART-B

**COMPUTATION OF TOTAL INCOME & TAX PAYABLE FOR THE ASSESMENT YEAR 2024-2025
RELATING TO THE PREVIOUS YEAR 2023-2024, WHERE TOTAL INCOME EXCEEDS Rs. 2,50,000/-**

Please tick the applicable box:

a. New Tax Regime ☐

b. Old Tax Regime ☐

				Rs.	Rs.	Rs.
1	(a)		Gross salary (incl. allowances, Bonus, Overtime, Pension from former employer)			
	(b)		Add: Arrear Received during the Financial 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		{Attach Proof}	Income from Other Sources:	
	a)		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 on H.B.L up to Rs. 2.00 lakhs [u/s 24] (Accrual basis as per I.T Rule)	
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 dependent 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			Rebate u/s 80C, 80CCC, 80CCD (Max. Amount Rs.1,50,000/-)			
	I)	{Attach Proof}	G.P.F			
	II)		ELSS			
	III)		L.I.C.			
	IV)		P.P.F.			
	V)		NSC purchased in the current F.Y. 2023-2024			
	VI)		Approved Mutual Fund			
	VII)		Tuition fees paid, Max. 2 children (No Donation & Dev. Fees admissible)			
	VIII)		Repayment of HBL Principal amount during the year 2023-2024			
	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. 3,00,000 (men & women)	NIL		
		b)	Income from above Rs. 3 Lakh up to Rs. 6 Lakh	5%		
		c)	Income from above Rs. 6 Lakh up to Rs. 9 Lakh	10%		
		d)	Income from above Rs. 9 Lakh up to Rs. 12 Lakh	15%		
		e)	Income from above Rs. 12 Lakh up to Rs. 15 Lakh	20%		
		f)	Above Rs. 15 Lakh	30%		
14			Total Tax 13(a+b+c+d) or 13A(a+b+c+d+e+f)			
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 on arrear (if any)			
20			Total tax payable in the year 2023-2024			
21			Tax already Paid from Salary Bills up to December 2023			
22			I Tax to be deducted from Salary Bill of January and February'2023 (FY 2023-2024)			

Date: _____

Full Signature of the Employee

Verified by Dealing Assistant	Countersigned by D.D.O
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DECLARATION & UNDERTAKING

I hereby declare that:

1. 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/withdrawn before the 31st March 2024.

2. The house property for which deduction on interest for repayment of loan U/s 80C and/or interest u/s 24 is being claimed has 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).

3. I am submitting all attachments (12 months House Rent Receipts/12 months' Rent Control Payment Receipts, copies of Savings bank interest, Royalty, LIC, PPF, NSC, Tuition Fees, HBL Principal & Interest, documents of 80D, 80DD, 80DDB, 80E, 80G, 80TTA, 80C) with this statement.

4. I have claimed tax rebate u/s 89(1) on splitting up the arrear salary received during the previous year.

5. Certified that my Children reads in _____ School. Their Tuition fee is Rs. _____ per month (**Proof enclosed** and my spouse is not claiming deduction in respect of their Tuition fees.

6. Income tax liability if any arises due to my failure for not making/not intimating any payment/Investment made or proposed to be made and/or for any wrong statement/declaration will solely be vested on me as taxpayer.

7. I also understand that filling of Income Tax Return is a legal obligation of every person whose total income during the previous year exceeds the maximum allowable/chargeable limit under the provisions of I.T. Act, 1961. **All declarations made above and at pre pages are true to the best of my knowledge and belief.**

Date: _____

Full Signature & Designation of Employee

***Strike out whichever is not applicable.**

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

For the period of March 2023 to February, 2024

Months	Band Pay	Grade Pay	Basic Pay (2+3)	DA	HRA	Spl. Pay/ Allow	MA	Over Drawal	Gross Pay (4+5+6+7+8- 9)	P. Tax	I. Tax	PF	Total Deduction (11+12+13)	Net Pay (10-14)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Mar'23															
Apr'23															
May'23															
Jun'23															
Jul'23															
Aug'23															
Sep'23															
Oct'23															
Nov'23															
Dec'23															
Jan'24															
Feb'24															
Arrear (1)															
Arrear (2)															
Total															

Date : _____.

Full Signature of the employee with Designation