

Diamond Harbour Women's University

Sarisha, Diamond Harbour,
South 24 Parganas, Pin-743368

No.: DHWU/FO/IT/112/2024

Date: 04.12.2024

NOTICE

All the employees of Diamond Harbour Women's University having Gross Income **more than Rs.3 Lakh** from Salary and other sources for the **Financial Year 2024-25** relating to the **Assessment Year 2025-2026** are hereby requested to submit their income particulars in the enclosed format positively by **5th January 2025** along with copies of supported documents for claiming admissible Income Tax Rebates and deductions. If anybody does not submit the same within the stipulated date his/her tax liability will be assessed on the basis of information available with this office for drawing salary for January and February 2025 accordingly.



Finance Officer
Diamond Harbour Women's University

No.: DHWU/FO/IT/112(5)/2024

Date: 04.12.2024

Copy forwarded for information and necessary action to the :

1. Hon'ble Vice Chancellor , DHWU
2. Registrar , DHWU
3. COE , DHWU
4. All HoD / Co-ordinators of the Dept.
5. Office Copy



Finance Officer
Diamond Harbour Women's University

Diamond Harbour Women's University
Sarisha, Diamond Harbour, South 24 Parganas
(Income Tax Statement for the Financial Year 2024-25 (A.Y.2025-26))

PART-A

Name: Designation:

Residential Address:

Whether residing in Rented House or Government Accommodation:

Amount of monthly Rent paid/ Licence Fee: Rs.....
(Proof to be attached)

PAN:											
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Mob. No.											
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PART-B

COMPUTATION OF TOTAL INCOME AND TAX PAYABLE FOR THE ASSESSMENT YEAR 2025-2026
RELATING TO THE PREVIOUS YEAR 2024-2025 WHERE TOTAL INCOME EXCEEDS Rs.2,50,000/- /
Rs.3,00,000/-

Please tick the applicable box:

a. New Tax Regime b. Old Tax Regime

			Particulars	Rs.	Rs.	Rs.
1	(a)		Gross salary (inclusive of all Allowances, Bonus, Overtime, Pension etc.)			
	(b)		Add: Arrear Received, if any			
			TOTAL [1(a)+1(b)]			
2			Less Deductions:			
	a)		Standard Deduction Rs.50,000 (for old)/75,000 (for new)			
	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 three (i, ii and iii) (Proof for claiming exemption be attached)			
3			Total Income from Salaries [1 – 2(a+b+c)]			

Continued from Page 1						
		Particulars	Rs.	Rs.	Rs.	
4		Income from Other Sources: (Proof to be attached)				
	a)	Interest of NSC/ RD Interest,				
	b)	Fixed Deposit Interest				
	c)	Savings Bank Interest				
	d)	Honorarium				
	e)	Any other income from other sources				
	f)	Royalty Income				
5		Gross Total Income (3 + 4a + 4b + 4c +4c +4d + 4e + 4f)				
6		Less: Income from House properties (on accrual basis u/s 24 as per IT Rules): - Interest on H.B.L up to Rs. 2.00 lakhs				
7		Gross Total Income after HBL interest (5 - 6)				
8		Deduction U/S 80 (Other than 80C,80CCC,80CCD) (Proof to be attached)				
	a)	Investment under RGESS U/S 80CCG (50%, Max. Rs. 25,000/-)				
	b)	Mediclaime u/s 80D (not exceeding for self & family - Rs. 25,000/- and for Senior Citizen- Rs.50,000/-) 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/- and for Senior Citizen Rs.1,00,000/-)				
	e)	100% Interest of Higher Studies loan u/s 80E (If 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)	G.P.F				
	II)	ELSS				
	III)	L.I.C.				
	IV)	P.P.F.				

Continued from Page 2				
		Particulars	Rs.	Rs.
V)		NSC purchased in the current F.Y. 2024-2025		
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 2024-2025		
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)		
\		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%	
13		Tax under new tax regime (if applicable no exemption and deduction claimed under sl. no. 2 to 10 above)		
A	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)		

Continued from Page 3						
			Particulars	Rs.	Rs.	Rs.
19			Less: Relief u/s 89 on arrear (if any)			
20			Total tax payable in the year 2024-2025			
21			Tax already Paid from Salary Bills up to December 2024			
22			I Tax to be deducted from Salary Bill of January and February'2025 (FY 2024-2025)			
			January 2025			
			February 2025			

Enclosures :

1. 2.
3. 4.
5. 6.
7. 8.
9. 10.

Date: _____

Full Signature of the Employee

<p>Verified by</p> <p>Dealing Assistant / Junior Superintendent</p>	<p>Countersigned by</p> <p>D.D.O</p>
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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 2025.

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 and original documents/papers are kept with me which will be produced when asked for.

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

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 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 Sri/Smt./Dr. (Dept.)

For the period from March 2024 to February, 2025

Year & Months	Basic Pay	DA	HRA	Spl. Pay/ Allow	MA	Over Payment	Gross Pay (2+3+4+5+6-7)	Deductions			Total Deductions (9+10+11)	Net Pay (8-12)	Remarks
								P. Tax	I. Tax	PF			
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Mar'24													
Apr'24													
May'24													
Jun'24													
Jul'24													
Aug'24													
Sep'24													
Oct'24													
Nov'24													
Dec'24													
Jan'25													
Feb'25													
Arrear													
Total													

Date : _____.

Full Signature of the employee with Designation