



RAJIV GANDHI UNIVERSITY
RONO HILLS ITANAGAR-791112

No. Fin/Income Tax-2055/2023-24

Dated 16th November 2023

OFFICE MEMORENDUM

Sub: Deduction of Income Tax at source u/s 192 of the IT Act 1961 during financial year 2023-24,
Assessment Year 2024-25

To facilitate the Finance branch for accurate assessment of income and tax and deduction thereon at source under section 192 of Income Tax Act – 1961, all teaching and administrative staff members whose income exceeds Rs. 2, 50, 000/- p.a. for both male and female employees during the year 2022-23 are required to submit a statement showing details of their income and amount claimed for exemption/rebate in tax along with photocopies of supporting documents (in duplicate)

The income tax assesses are requested to download the assessment form attached herewith and submit to the undersigned along with photo copies of PAN Card, insurance premium paid and other investments admissible for exemption of income tax on or before 15th December 2023 after duly furnishing all information.

Further all concerned employees are requested to mention their PAN number on the Assessment Form which has been made mandatory by the Income Tax Department for proper credit of tax to the Central Govt. account. The Income Tax Department will not accept the Assessment Form/Return without PAN number.

This OM does not apply to those who are exempted from paying income tax under relevant provisions of the Income Tax Act.

Sd/-
Finance Officer

No. Fin/Income Tax-2055/2023-24

Dated 16th November 2023

Copy to:

1. PS to Vice-Chancellor for information please.
2. P. S. to Registrar for information please
3. P. S. to Controller of Examinations for information please
4. P. S. to Finance Officer for information please
5. All Deans for information please
6. All Heads of departments for information and necessary action please
7. The Librarian for information and necessary action please
8. The Jt. Registrar (Fin/Exam/Aca) information and necessary action please
9. The Jt. Director, Computer Centre for information and necessary action please
10. Dy. Registrar (Est.) information and necessary action please
11. The Executive Engineer (C) information and necessary action please
12. The Assistant Registrar (Fin/Aca/Exam/Est) for information and necessary action please
13. The Estate Officer for information and necessary action please
14. The System Analyst for information and necessary action please
15. All Section Officer for information and necessary action please


Assistant Registrar (Finance & DDO)

**ASSESSMENT OF INCOME TAX AT SOURCE FOR THE FINANCIAL
YEAR 20____ - ____ (ASSESSMENT YEAR 20____ - ____)**

Name: _____ PAN No.: _____

Designation: _____ Department: _____

Mobile No.: _____ Date of Birth: _____ GPF-CPF / NPS: _____

Physical Disable (Yes/No): _____ % of Disability: _____

Allotted RGU Quarters (Yes/No): _____ House Rent Paid in the FY: Rs. _____

(Please submit photocopies of PAN Card, Physical Disability Card where the type of PD & % of PD shall be mentioned, Rent agreement/ Rent Receipt & PAN Card of House Owner)

NB: Without proper documents no exemptions shall be provided

A. Salary particulars for the FY 20____ - ____

| Particulars | Amount in ₹ | Verification by Fin. Branch |
|---------------------------|-------------|-----------------------------|
| BASIC PAY | | |
| DEARNESS ALLOWANCE (DA) | | |
| SDA | | |
| TA | | |
| SCA | | |
| HRA | | |
| DA-ARREAR | | |
| WASH ALLOWANCE | | |
| SPECIAL PAY | | |
| SPL ALLOWANCE | | |
| PERSONAL PAY | | |
| OVERTIME | | |
| REMUNERATION | | |
| OTHER ARREARS | | |
| ANY OTHER | | |
| Less: SALARY RECOVERY (-) | | |
| TOTAL | | |

**ASSESSMENT OF INCOME TAX AT SOURCE FOR THE FINANCIAL
YEAR 20____ - ____ (ASSESSMENT YEAR 20____ - ____)**

B. Income from Other Sources

| Particulars | Amount in ₹ |
|---|-------------|
| INTEREST FROM DEPOSITS | |
| FEES | |
| PENSION | |
| REMUNERATION/ HONORARIUM (other than RGU) | |
| ANY OTHER | |
| | |
| TOTAL | |

C. Income from House Property (U/s. 24, 80C, 80EE etc.)

- Name of the applicant (s): _____
- Amount of Loan Sanctioned: Rs. _____
- Value of the House Property: Rs. _____
- Financial Year of Loan Sanction: _____

| Particulars for the Current FY | Amount in ₹ | Verification |
|--|-------------|--------------|
| INCOME FROM THE HOUSE PROPERTY (Rent Received etc.) | | |
| LAND RENT ETC. PAID | | |
| INTEREST PAID AGAINST THE HOUSING LOAN | | |
| PRINCIPAL PAID AGAINST THE HOUSING LOAN | | |
| | | |

(Please submit the photocopies of Interest Certificate issued by the Bank duly signed and stamped or E-certificate; Loan Agreement if the information at sl no 1-4 is not known; in case of joint owner, submit the NOC from the co-owner(s) with reference to non-submission of the same for tax purposes by him/her)

**ASSESSMENT OF INCOME TAX AT SOURCE FOR THE FINANCIAL
YEAR 20____ - ____ (ASSESSMENT YEAR 20____ - ____)**

D. Saving Particulars (U/s. 80C) (Submit documents for savings)

| Particulars for the Current FY | Amount in ₹ | Verification |
|---|-------------|--------------|
| CPF / GPF CONTRIBUTION | | |
| GROUP INSURANCE | | |
| LIC POLICY PREMIUM | | |
| PUBLIC PROVIDENT FUNDS (PPF) | | |
| ELSS/ SUKANYA SAMRUDHHI YOJANA | | |
| UTI / ULIP | | |
| PO/CTD | | |
| PREMIUM OF OTHER INSURANCES | | |
| NATIONAL SAVING SCHEMES | | |
| INFRASTRUCTURE BOND | | |
| POSTAL LIFE INSURANCE (PLI) | | |
| NEW PENSION SCHEME (SUBSCRIPTION) – paid by the employee | | |
| NEW PENSION SCHEME (CONTRIBUTION) – from employer | | |
| ANY OTHER | | |
| TOTAL | | |

E. Particulars of Tax Deduction from Sources

| Deductor | Tan No. | Upto ____ 2023/24 | TDS in ₹ | Verification |
|--------------|------------|-------------------|----------|--------------|
| RGU | SHLA00649F | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

