

राजीव गाँधी विश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय)  
रोनो हिल्स, पी.ओ. दोईमुख – 791112  
RAJIV GANDHI UNIVERSITY  
(A Central University)  
Rono-Hills, P.O. Doimukh – 791 112  
(Arunachal Pradesh)

NO.FIN/INCOME TAX-2055/2024-25

Dated 19.12.2024

C I R C U L A R

**Sub:** Deduction of Income Tax at source u/s 192 of the IT Act1961during financial Year 2024-25, Assessment year2025-26.

In order to facilitate the Finance branch for accurate assessment of Income and tax deduction there on at source under 192 of the Income Tax Act1961, all the Teaching and administrative staff members whose income exceeds Rs.2, 50,000 /- p.m for the both male & female employee during the year 2024-25 are required to submit a statement showing detail of their income and amount claimedfor exemption/rebate in tax along with photocopies of supporting documents.

The Income tax assessor are requested to download the assessment on or before with the form attached herewith & submit to the undersigned with photocopies of PAN Card, insurance premium paid and other investments admissible for exemption of income tax on or before 15<sup>th</sup> January, 25.

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

Sd/-  
Finance Officer

NO.FIN/INCOME TAX-2055/2019-20/246  
Copy to:-

Dated ...19<sup>th</sup>...Dec'2024

1. PS to the Vice-Chancellor for information
2. PS to the Registrar for information.
3. PS to the Finance Officer for information.
4. PS to the Controller of Examinations for information.
5. All Deans for information please
6. All HoDs for information please.
7. All Joint Registrars for information please.
8. Joint. Director (CC) for information and necessary action please.
9. Sr. Medical Officers for information please.
10. Deputy Registrar for information please.
11. All Assistant Registrar for information.
12. Hindi Officer for information.
13. All Section Officers for information.
14. Office Copy.

  
Deputy Registrar (Bill/DDO)

**ASSESSMENT OF INCOME TAX AT SOURCE FOR THE**  
**FINANCIAL YEAR 2024-2025**

Name: .....

Designation: .....

PAN/GIR/NO.: ..... (PHOTO COPY OF PAN CARD & AADHAR Card).

Contact No. : .....

**Part I – Salaries; March 2024 to February 2025**

Sl. No.	Particulars	Amount
1.	Basic Pay	₹
2.	Dearness Allowance (DA)	₹
3..	Washing/ Dress/Uniform Allowance	₹
4.	Personal Pay/ Special Pay	₹
5.	Special Duty Allowance (SDA)	₹
6.	Special Compensatory Allowance (SCA)	₹
7.	Transportation/Travelling Allowance (TA)	₹
8.	House Rent Allowance (HRA)	₹
9.	Honorarium/Remuneration	₹
10.	Value of rent free quarters	₹
11.	Overtime Allowance	₹
12.	Bonus	₹
13.	Arrear DA	₹
14.	Any other amount qualified for the purpose of taxable income (Fees, Arrears of pay, remuneration, pension, interest on Bank deposits etc.)	₹
	<b>Gross Salary</b>	₹
	<b>TDS from March 2024 till the Month of</b> _____	₹

**Part II – Savings:**

Sl No.	Particulars	Amount
1.	Contribution to C.P.F/G.P.F (Section 80-C)	₹
2.	Group Insurance (Section 80-C)	₹
3.	L.I.C premium (Section 80-C)	₹
4.	Contribution to PPF (Section 80-C)	₹
5.	Contribution to ULIP/UTI (Section 80-C)	₹
6.	NSC VIII Issue (Section 80-C)	₹
7.	Infrastructure Bonds (Section-80-C)	₹
8.	Post Office, CTD Accounts (Section 80-C)	₹
9.	N.H.B Home Loan A/C (Section 80-C)	₹
10.	Contribution to Postal Life Insurance (Section 80-C)	₹
11.	Professional Tax (Section-16)	₹
12.	Contribution to Pension Scheme of Central Govt. (80-CCD)	₹
13.	House Rent Paid (Section 80-GG)	₹
14.	Health Insurance (Section 80-D)	₹
15.	Deduction in case of assesses who are physically handicapped, resident person (Section 80-U)	₹
16.	Donation to approved Institutions/Trusts/Charitable Trusts (Section 80-G)	₹
17.	Interest on loan taken for Higher Education (Section 80-E)	₹
18.	Contribution to pension Fund (80 ccd)	₹
19.	New pension Scheme (80 ccd)	₹
20.	Any other savings qualified for tax deduction (Please specify)	₹

**Value of Rent free quarters:**

Sl. No.	Type of Building	Rate
1.	Type-VI	5580/-
2.	Type-V (With Servant Quarter) Type-V	2167/-
3.	Type-IV (Duplex)	2134/-
4.	Type-IV	1071/-
5.	Type-III	930/-
6.	Type-II	660/-
7.	Type-I	440/-
8.	Bachelor Barrack	440/-
9.	TTQ	440/-
10.	Residential-cum-Garage	210/-

Signature \_\_\_\_\_