



ASSAM UNIVERSITY, SILCHAR  
FINANCE SECTION

CIRCULAR

Sub: - Computation of Income Tax for the financial year 2016-17.

All the Teaching, Non-Teaching Employees and the Pensioners who are liable to pay income tax are requested to submit duly filled in Form No 12BB along with the copies of the receipt and certificate(s) legible in support of their savings for allowing deductions and computation of income tax under provisions of Income Tax Act to the Finance and Entitlement Section for the financial year 2016-17 on or before 20<sup>th</sup> November, 2016. The Specimen copy of the Form No 12BB is also available in the Website of Assam University and in the individual departmental office.

  
Finance Officer 8.11.16  
Date: 07-11-2016

No. AUF/104/TT/2011-12

Copy forwarded along with prescribed form no 12BB to :

1. All Deans of School for information.
2. Registrar/Finance Officer/COE/Librarian/Director, CDC, Director, IQAC for kind information.
3. Director Computer Centre with a request upload the Circular and Form in University website.
4. All HODs with a request to bring the matter to the notice of all concerned.
5. All Deputy Registrars/Deputy Librarian/Asstt Registrars/Asstt. Director of Sports/Medical Officer, AUS for information and with a request to bring to the notice of all concerned.
6. P.S. to V.C for kind information of the Vice Chancellor.
7. All Section Officers for information and with a request to bring this to the notice of all staff members liable to pay Income Tax.



Drawing & Disbursing Officer

**FORM NO.12BB***(See rule 26C)***Statement showing particulars of claims by an employee for deduction of tax under section 192**

1. Name & Designation of the employee:
2. Department/Section:
3. Permanent Account Number of the employee:
4. Date of birth of the employee:
5. Financial Year: 2016-17

**Details of claims and evidence thereof**

Sl. No.	Nature of claim	Amount (Rs.)	No. of copies of proof enclosed
(1)	(2)	(3)	(4)
1.	House Rent Allowance:		
	(i) Rent paid to the landlord		
	(ii) Name of the landlord		
	(iii) Address of the landlord		
	(iv) Permanent Account Number of the landlord		
	Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2.	Leave travel concessions or assistance		
3.	Deduction of interest on H.B. Loan:		
	(i) Interest payable/paid to the lender		
	(ii) Name of the lender		
	(iii) Address of the lender		
	(v) Permanent Account Number of the lender		
	(a) Financial Institutions(If available)		
	(b) Employer(If available)		
	(c) Others		
4.	Deduction under Chapter VI-A		
	(A)Section 80C, 80CCC and 80CCD		
	(i)Section 80C		
	(a) Life Insurance premium (self paid)		
	(b) PPF		
	(c) NSC		
	(d) Tax Saver F.D.		
	(e) Principal of HB loan		
	(f) Sukanya Samriddhi a/c		
	(g) Tuition fee		
	(h) PLI		
	(i) Any others		
	(ii) Section 80CCC(Pension Plan of LIC or Others)		
	(iii) Section 80CCD(NPS Subscription)-To be filled by F&E section.		
	(B)Other sections (e.g. 80E, 80TTA, etc.) under Chapter VI-A.		
	(i) Section 80E(Interest paid on higher education lone)		
	(ii) Section 80TTA(Interest on savings a/c)		
	(iii) Section 80U(Deduction in respects of PWD)		
	(vi) Section 80D(Health Insurance Premium)		
	(v) Section 80DD(Medical expenditure on dependents who is PWD)		

**Verification**

I,.....,son/daughter of.....do hereby certify that the information given above is complete and correct.

Place.....

(Signature of the employee)

Date.....

**N.B.: Filled in form may be submitted in Finance Section by 20.11.2016 without fail.**