



ASSAM UNIVERSITY, SILCHAR
FINANCE SECTION

CIRCULAR

Sub: - Submission of documents relating to calculation of Income Tax for the financial year 2025-26.

All Teaching, Non-Teaching Employees and Pensioners are requested to submit signed hard copies of 12 BB forms to the **Finance Department (Entitlement Section)** or by mail to ausfinanceentitlement@gmail.com on or before 20/11/2025 for calculation of income tax for the financial year 2025-2026 under Old Tax regime. The self attested copies of the receipts and certificates for allowing deductions are also required to be submitted to Finance Department. on or before 10th February, 2026. If the required details are not furnished within due date, Income Tax for the financial year 2025-2026 will be calculated on the basis of New Tax regime.

Finance Officer(i/c)

Date: 10-11-2025

No. AUF/Income Tax Statement/2007-08

Copy to:-

1. PS to V.C for kind information of the Vice Chancellor.
2. All Deans of School / HODs for information and with a request to bring the same to the notice of all concerned.
3. Registrar / COE / Librarian / Director CDC / Director Computer Centre./ Director IQAC for information.
4. All Joint Registrars / Deputy Registrars / Deputy Librarian / Assistant Librarian / Assistant. Registrars / Medical Officers / Section Officers for information with a request to bring this to the notice of all concerned.
5. Director Computer Centre with a request to upload the circular and Form in the University website..
6. File.

Drawing & Disbursing Officer

DECLARATION
(OPTED FOR OLD TAX REGIME ONLY)

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: 2025 - 26
- Mobile No:

Email:

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.	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		
3.	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. (for minimum period of 5 years)		
	(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,80G, 80TTA, etc.) under Chapter VI-A.		
	(i) Section 80E(Interest paid on higher education loan)		
	(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)		
4.	Income and TDS from previous employer if any during current financial year		
I.....,son/daughter of.....do hereby declare that the information given above is complete and correct. I shall submit receipts of savings / certificate on or before 20/11/2025.			
Place.....			
Date.....		(Signature of the employee)	

