



**VIDYASAGAR UNIVERSITY
OFFICE OF THE FINANCE OFFICER**

Ref. No. F/538./2026

Dated ...05.01.2026
06.01.2026

INCOME TAX CIRCULAR / 2025-26

All employees who **intend to remain in the Old Regime** are hereby requested to submit their **Final savings documents** for the **F.Y. 2025-26** along with prescribed format (Please see overleaf) to the office of the undersigned **within 16th January 2026**.

Cooperation in this regard is solicited.

FINANCE OFFICER
Finance Officer
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

To

1. All the Academic and Administrative heads with a request for a wide circulation among all the employees.
2. The Secy. To V.C, for kind information of Hon'ble V.C.



VIDYASAGAR UNIVERSITY
MIDNAPORE – 721102

Ph: 03222 – 297937 EPABX: 545

Emp. Code:

FORMAT FOR SAVINGS DOCUMENTS FOR INCOME TAX CALCULATION of F.Y. 2025-26

[LAST DATE OF SUBMISSION : 16th JANUARY, 2026]

(Strike out which is not applicable) & (Use Capital Letters only)

Name of the Employee :			
Designation :		Department :	
Date of Birth :		Sex :	Male / Female
Date of Joining VU :		Mobile No:	
PAN (Enclose a fresh copy)			
Relief/Rebate Under Different Sections of the Income Tax:			

SAVINGS UNDER SECTIONS 80C, 80CCC, 80CCD (Max 1.5 Lakhs)

SAVINGS	Amount (in Rs.)
HBL Principal Repaid (Max Rs. 1.5 Lakh)	
Public Provident Fund (PPF)	
Mutual Fund / ULIP	
Tuition Fees Paid for dependent children (Max Two child)	
Tax Saving Fixed Deposits (Bank/ Post Office)	
New NSC Purchased	
Interest on old NSC excluding sixth years interest:	
Life Insurance Premium Paid (Self Deposit):	
Life Insurance Premium Paid (Salary Savings) :	
Total Life Insurance Premium Paid (Self + SSLIP):	
GSLI (to be given by Office)	
Provident Fund (to be given by Office)	
Total U/S 80C, 80CCC, 80CCD (Max 1.5 Lakh)	
MEDICLAIM Premium U/S 80D:	
Medical Treatment (Specific disease) U/S 80DDB (enclose Form 10-I)	
Handicapped Dependent U/S 80DD (enclose PH certificate)	
Interest on Education Loan U/S 80E	
Rebate for Self Physically Handicapped U/S 80U (enclose PH certificate)	
Interest Income from Savings Account (Max 10000) u/s 80TTA	
Intersest Income for Sr. Citizens only (Max 50000) U/S 80TTB	
Spl. Tax Rebate (Max 12500) u/s 87A (upto 5 Lakhs)	
Relief U/S 89 (must enclose 10E)	
NPS (Max 50000) [U/S 80CCD(1B)]	
Donation u/s 80G deducted from salary by employer	
Any other (please specify)	

Note: Donation made by self under section 80G to be claimed in your personal return.

Other Source Income	(Amount in ₹)
Bank Interest Received in SB accounts only:	
Bank Interest Received in FD or other accounts:	
Remuneration / Honorarium received from other institutions:	
Remuneration / Honorarium from VU (From office records)	
Remuneration / Honorarium from DDE, VU (From Office records)	
Other incomes, if any (Mention source)	
Total Interest accrued on old NSC:	
Total Other Source Income (For Office use only):	

Do you reside in a rented house and claim rebate u/s 10/13(A)? (if yes, please furnish following information for claiming Rebate U/S 10/13(A) :

a) Do you have a Rent Agreement	Yes / No
b) PAN of the Landlord / Owner:	
c) Total House Rent payable in F.Y. 2025-26	

(For office use only)	
i) 40% of Salary Received :	
ii) HRA Received :	
iii) Excess Rent Paid over 10% of Salary :	
Rebate u/s 10(13(A) [Min of above three]	

Do you have a House Building Loan?

(if yes, furnish the following information along with a certificate from the lending institutions)

Name & PAN of the Institution where from the 1 st HBL taken	PAN:
Name:	
Name & PAN of the Institution where from the 2 nd HBL taken	PAN:
Name:	
Whether there is any Co-applicant in the above mentioned Loans? (Yes / No) (If Yes, enclose a self attested declaration from the co-applicant stating amount of interest and principal of the above loan(s) he/she has submitted for his/her Income Tax rebate purpose).	
Rebate claimed by you for Interest Paid for HBL(s) (U/S 24(b) [Max 2 Lakhs]	

Declaration: *I hereby declare that all the payments for which documents are enclosed herewith are being paid from my income chargeable to tax and I claim the Relief & Rebates as per rule of Income Tax Act.*

Date :

Signature of the Employee