



**VIDYASAGAR UNIVERSITY  
OFFICE OF THE FINANCE OFFICER**

Ref. No. F/694/2017-18.

Dated 12.12.2017

**INCOME TAX CIRCULAR FOR FINAL DOCUMENTS SUBMISSION**  
**F.Y. 2017-18 :: A.Y. 2018-19**

All employees are hereby requested to submit **necessary savings documents** in proof of their savings declaration along with a summary statement (format enclosed) **on or before 16<sup>th</sup> January, 2018.**

Cooperation in this regard is solicited.

  
FINANCE OFFICER

**To**

**All Academic and Administrative heads with a request for a wide circulation among all the employees.**



**VIDYASAGAR UNIVERSITY  
MIDNAPORE – 721102**

**Ph: 03222 – 297937 EPABX: 545**

<b>Salary Code:</b>
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**FORMAT FOR SAVINGS DOCUMENTS FOR INCOME TAX CALCULATION of F.Y. 2017-18  
[LAST DATE OF SUBMISSION : 16<sup>th</sup> JANUARY, 2018]  
(Strike out which is not applicable) & (Use Capital Letters only)**

<b>Name of the Employee :</b>			
<b>Designation :</b>		<b>Department :</b>	
<b>Date of Birth :</b>		<b>Sex :</b>	<b>Male / Female</b>
<b>Date of Joining VU :</b>		<b>Mobile No:</b>	
<b>PAN (Enclose a fresh copy)</b>			

**Relief/Rebate Under Other Different Sections of the Income Tax:**

<b>INTEREST on House Building Loan (HBL) U/S 24 (b) (Max 2 Lakh)</b>	
<b>HBL PRINCIPAL Repaid (Max Rs. 1.5 Lakh)</b>	
<b>MEDICLAIM Premium U/S 80D:</b>	<b>Total Mediclaim</b>
a) Self deposit -	
b) University policy -	
<b>Medical Treatment (Specific disease) U/S 80DDB (must enclose Form 10-I)</b>	
<b>Handicapped Dependent U/S 80DD (enclose certificate)</b>	
<b>Interest on Education Loan U/S 80E</b>	
<b>Rebate for Self Physically Handicapped U/S 80U</b>	
<b>Interest on Savings (Max 10000) u/s 80TTA</b>	
<b>Spl. Tax Rebate (Max 5000) u/s 87A (below 5 Lakhs)</b>	
<b>Relief U/S 89 (must enclose 10E)</b>	
<b>Any other (please specify)</b>	

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

<b>Sl.</b>	<b>SAVINGS</b>	<b>Amount (in Rs.)</b>
	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	
	Any Other (Mention scheme)	
	<b>Life Insurance Premium Paid (Only Self Deposit)</b>	
	<b>Provident Fund (to be given by Office)</b>	
	<b>GSLI (to be given by Office)</b>	
	<b>Do you have SSLIP ?</b>	<b>(Yes / No)</b>
	<b>Total LIC (Self + SSLIP) (for Office use):</b>	
	<b>Total U/S 80C, 80CCC, 80CCD (Max 1.5 Lakh)</b>	

*Note: Deduction under section 80G for Donation to be claimed in your personal return.*

<u>Other Source Income</u>			(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)			
Interest income from Old NSC :			
Year of Purchase	Rate of Interest	Total Amount	Interest Accrued
2011-12	12.08		
2012-13	11.17		
2013-14	10.33		
2014-15	9.55		
2015-16	8.83		
2016-17	8.16		
<b>Total Interest Accrued</b>			
<b>Total Interest accrued excluding sixth year interest (2011-12)</b>			
<b>Total Other Source Income (For Office use only):</b>			

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) Total House Rent paid in F.Y. 2016-17:	
b) PAN of the House owner:	
c) Rent Agreement	Yes / No

(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]	

**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

# Note: Please number the enclosed documents and mention the total number of the documents enclosed in the declaration above.