



**VIDYASAGAR UNIVERSITY  
OFFICE OF THE FINANCE OFFICER**

Ref. No. F/1118/2024

Dated ...18.12.2024  
20.12.2024

**INCOME TAX CIRCULAR / 2024-25**

All employees who **intend to remain in the Old Regime** are hereby requested to submit their **Final savings documents** for the **F.Y. 2024-25** along with prescribed format (Please see overleaf) to the office of the undersigned **within 15<sup>th</sup> January 2025**.

Cooperation in this regard is solicited.

  
FINANCE OFFICER  
Finance Officer  
VIDYASAGAR UNIVERSITY  
Midnapore-721102

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.



*Handwritten signature and date*  
20-12-2024



VIDYASAGAR UNIVERSITY  
MIDNAPORE – 721102

Ph: 03222 – 297937 EPABX: 545

Emp. Code:

**FORMAT FOR SAVINGS DOCUMENTS FOR INCOME TAX CALCULATION of F.Y. 2024-25**  
**[LAST DATE OF SUBMISSION : 15<sup>th</sup> JANUARY, 2025]**

(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>			
<b>Relief/Rebate Under Different Sections of the Income Tax:</b>			

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

<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 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)	
<b>Total U/S 80C, 80CCC, 80CCD (Max 1.5 Lakh)</b>	
<b>MEDICLAIM Premium U/S 80D:</b>	
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.**

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

<b>a) Do you have a Rent Agreement</b>	<b>Yes / No</b>
<b>b) PAN of the Landlord / Owner:</b>	
<b>c) Total House Rent payable in F.Y. 2024-25:</b>	

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

**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 <sup>st</sup> HBL taken	PAN:
Name:	
Name & PAN of the Institution where from the 2 <sup>nd</sup> 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).	
<b>Rebate claimed by you for Interest Paid for HBL(s) (U/S 24(b) [Max 2 Lakhs]</b>	

**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**