



Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of
Minority Affairs and Madrasah Education, Govt. of West Bengal)
11A/27, New Town, Kolkata - 700160, West Bengal

OFFICE OF THE FINANCE OFFICER

Memo No. AU/FIN/ 175 /20-21

Dated: 23.02.2021

01ST INCOME TAX NOTICE FOR THE F.Y.2021-22

According to the Income Tax guidelines the DDO has the responsibility to deduct TDS from the salary of an employee on monthly basis and deposit in Govt A/c before the due date as prescribed by the Income Tax Department, Govt. of India As such, DDO is required to assess the income tax liability of all the employees for every financial year.

Therefore, all the employees of Aliah University are requested to submit their duly filled up **Income Tax Calculation sheet** along with the proposal of investments/savings for the FY 2021-22 which should reach to us positively so that income tax can be deducted from his/her salary in appropriate basis.

In case of non receipt of any information it will be presumed that there are no savings under any sections to be made and income tax shall be deducted on the basis of the appropriate Tax Regime. Attention of the employees are also invited to the effect that no IT Form without supporting documents in respect of deduction made in the form will be entertained.

For the deduction u/s 24b/80EEA/80EE of interest on "House Building Loan", the employees shall be required to submit "**Provisional Interest Certificate**" from the bank along with the IT Calculation Form in respect of Principal/Interest payable/finally paid during financial year 2021- 22 and the same has to be confirmed within April, 2022.

The exemption on account of HRA will be given after **furnishing a copy of valid rent agreement** and monthly rent receipts / proof of payment, PAN of landlord (if the aggregate rent payment exceeds Rs.1 Lakh) will need to be submitted.

Please note that as a DDO we need to satisfy ourselves that evidences are verified before we accept the same. In case he/she is unable to provide documents to our satisfaction, we will not be able to give exemption for HRA. In this regard he/she may please be referred to Income Tax Department circular No.17/2014 dated 10-12-2014.

For incorrect/false information the penalty/interest levied by the Income Tax Department will be imposed on the respective employee.

It is also notified that TDS will be applicable from the salary of March, 2021 on an average basis on Income Tax paid for FY 2020-21. If anyone likes to make any change in monthly TDS, he/she may write to the undersigned within 10.03.2021.


23/02/2021
Finance Officer