

**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA**  
**Sambalpur (Odisha)**  
**PIN-768019**



**GRAM: UNIVERSITY**  
**PHONE:0663-2430157**  
**Fax: 2430158**  
**Website:www.suniv.ac.in**

Letter No. 307 /Accounts

Date : 20/01/25

**OFFICE ORDER**

To

The Chairman,P.G.Council/All Heads of the P.G.Departments/Director, HRDC/  
Director,CDOE/ Programme Co-ordinator,Private Examination Cell/Librarian/  
All Officers/All Section Officers/V.C's Unit/Registrar's Unit/Type Pool/  
University Guest House/University Health Centre/Principal,LR.Law College,  
Sambalpur/ Head Master,University High School, Jyoti Vihar/Principal, Jyoti Vihar  
Higher Secondary Schoool, Jyoti Vihar.

Sub : - Income Tax Payable for the financial year **2024-2025** and assessment year 2025-26.

Madam/Sir,

I would like to request you to inform the employee under your control whose annual salary including arrear exceeds Rs.5,00,000/- to furnish information in the prescribed proforma in duplicate for provisional assessment of Income Tax for Financial Year **2024-25 is required to be submitted by 10<sup>th</sup> February 2025**. The proforma will be available in the University website([www.suniv.ac.in](http://www.suniv.ac.in)).

The employees concerned are requested to enclose relevant copies of the receipts/deposits for which deduction/reliefs have been claimed and to submit xerox copy of **PAN Cards** with provisional assessment of the Income Tax.

Provisional deduction of Income Tax from the salary of **March 2024 to February 2025** on the basis of the assessment of the Income Tax for the financial year **2024-25**. Accordingly, the salary for the month of **February 2025** will be released only subject to submission of filled declaration form of the respective employees.

Encl: Proforma enclosed

Yours Faithfully,

  
Comptroller of Finance

Memo No. 308 /Accounts

Date : 20/01/25

Copy for information and necessary action to:-

- (1) Bill Section/Pension Section for information. The ledger of pay particulars of the Assessee upto date. Total statement of salary paid to each assessee and admissible deduction from March 2024-February 2025 certified by the Budget-cum-Accounts Officer be supplied to assessee for submission of declaration form by 10<sup>th</sup> February 2025 towards assessment of Income Tax, failing which the office will calculate the quantum of IT for **2024-25** as per information available in the office.
- (2) Diary Section is requested, not to receive Income Tax Declaration Form from employees if Permanent Account Number (**PAN**) is not mentioned in the form.
- (3) Despatch Section is requested to intimate all departments/units and sections etc. through email.
- (4) The Director, E-Governance Nodal Centre with request to upload the format in the University Website.
- (5) Five (05) spare copies to Accounts Section.

  
Comptroller of Finance



# SAMBALPUR UNIVERSITY

**Declaration Form for the F.Y. 2024-25 (A.Y. 2025-26)**  
**(Only for individuals (Contractual staff drawing Salary > Rs.3 lacs))**

NAME & DESG.:

DEPT/SEC:

PAN:

D.O.B.:

Tax calculation (please tick one option)

☐ Old Tax Regime

☐ New Tax Regime

		Particulars	Amount in Rs.																								
	<b>Part A</b>	<b>Gross annual Salary</b> {1. after deducting standard deduction of Rs.50000 for Old & Rs75000 for New. & 2.Professional Tax deduction for only Old} (March 2023 to February 2024)																									
		<b>Particulars of Investments/Deduction</b>	<b>Amount in Rs.</b>																								
1.	10(13A)	Rent Paid (For HRA exemption, employees should provide self-attested copy of rent agreement and rent receipts/Bank statement for all months i.e. from April 2024 to March 2025). <b>Enclose photocopy of PAN of Landlord where Rent per month is above Rs. 8333/-</b>																									
2.	24(1)(b)	Interest on Housing Loan up to Rs.2,00,000/- (Rs.3,00,000 for senior citizen)																									
3.	80C	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Investment Amount in Rs.</th> </tr> </thead> <tbody> <tr><td>PPF/GPF</td><td></td></tr> <tr><td>LIC (Certify that the policy/policies is/are paid by self only)</td><td></td></tr> <tr><td>Sukanya deposit</td><td></td></tr> <tr><td>GIS/NSC</td><td></td></tr> <tr><td>Tuition Fee (other than reimbursed by office)</td><td></td></tr> <tr><td>NPS (other than deducted by office)</td><td></td></tr> <tr><td>Post office time deposits</td><td></td></tr> <tr><td>Repayment of principal amount of housing loan/HBA</td><td></td></tr> <tr><td>Any other allowed Investment if any, specify</td><td></td></tr> <tr><td>Additional Deduction u/s. 80CCD(1B) (upto Rs.50,000/-) NPS</td><td></td></tr> <tr><td><b>Total</b></td><td></td></tr> </tbody> </table>	Particulars	Investment Amount in Rs.	PPF/GPF		LIC (Certify that the policy/policies is/are paid by self only)		Sukanya deposit		GIS/NSC		Tuition Fee (other than reimbursed by office)		NPS (other than deducted by office)		Post office time deposits		Repayment of principal amount of housing loan/HBA		Any other allowed Investment if any, specify		Additional Deduction u/s. 80CCD(1B) (upto Rs.50,000/-) NPS		<b>Total</b>		
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		(Maximum limit up to Rs. 2,00,000/-).																									
4.	80D	Medical Insurance Premium, including premium for parents (Max. Limit Rs.25,000/-). If self or parents are senior citizen then max limit of Rs. 50,000/-																									
5.	80DD	Maintenance / Treatment of Handicapped dependent or deposit for maintenance of Handicapped dependent who is person with disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% and above). (Form 10IA be attached)																									
6.	80E	Interest on a loan taken for higher education max. 8 years.(no limit).																									
7.	80G	Donation should be made only to specified Fund (Prime Minister's Relief Fund, Chief Minister's Relief Fund or Lt. Governor's Relief Fund). Rebate for any other donation should be claimed directly.																									
8.	80GG	Rent paid in excess of 10% of total income for furnished/unfurnished residential accommodation (subject to maximum of Rs. 5,000 p.m. or 25% of total income, whichever is less)																									
9.	80U	Physical Disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% or more) please attach certificate.																									
10.	<b>Part B</b>	<b>Total deductions</b>																									
11.	<b>Part C</b>	<b>Net Salary (A-B)</b>																									

**N.B: Deductions under item 2, 3, 4, 5, 6, 7, 8, and 9 are not applicable for New Tax Regime**

12.	<b>Part D</b>	<b>Any other income:</b> 1) <b>Salary Income (other Than PSeGS) :</b> 2) <b>Income from House Property (If let out) :</b> 3) <b>Income from other sources (Honorarium or Professional income from other Institutes) :</b>		
13.	<b>Part E</b>	<b>Part (C+D)</b>	<b>Total Taxable Income:</b>	0
14.	<b>Part F</b>	Refer Tax slab given below	<b>Total tax due on (Part E):</b>	
15.		Relief u/s 87/A		
16.		Health & Education Cess @4% on tax due		
17.		Less Relief U/S 89		
18.		Tax Payable		
19.	<b>Part G</b>	<b>Total TDS Deducted till date:</b>		
20.	<b>Part H</b>	<b>Part (F-G)</b>	<b>Balance TDS Payable:</b>	

<b>Tax Slab for New</b>	<b>Tax rate</b>
Upto Rs 3 Lakh	Nil
Rs 3 lakh to 7 lakh	5%
Rs 7 lakh to 10 lakh	10%
Rs 10 lakh to 12 lakh	15%
Rs 12 lakh to 15 lakh	20%
More than 15 lakh	30%

<b>Tax Slab for Old</b>	<b>Tax rate</b>
Upto Rs 2.5 Lakh	Nil
Rs 2.5 lakh to 5 lakh	5%
Rs 5 lakh to 10 lakh	20%
More than 10 lakh	30%

### **DECLARATION**

I hereby declare that the particulars given on pre-page/above are correct and complete in all respects for the Financial Year 2024-25 (Assessment Year 2025-26). The self-attested documentary proof for claiming the benefits of various savings / investments already made or likely to be made, will be submitted by 10<sup>th</sup> Feb. 2025, failing which the tax may be recovered from me by nullifying the savings / investments stated in declaration form. I hereby state that the claim of deduction shown above is in my or dependent's name and if it is in joint account then it is declared herewith that the other claimant will not claim it in his/her ITR. In case of payment/ contribution/ investments, I will produce the original document for verification, whenever it will be asked for.

**Date :**

**Signature of Employee**

**Checked**

**Section Officer  
Accounts-I Section**

**Accounts Officer  
Sambalpur University**

**Comptroller of Finance  
Sambalpur University**