



# COTTON UNIVERSITY

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1347

Memo No: CCSU/FIN/2017/034/9140-45

Date: 28/12/17

## OFFICE CIRCULAR

In pursuance to Central Board of Direct Taxes (CBDT) Notification No. 30 of 2016 dated 29<sup>th</sup> of April, 2016 & subsequent amendments thereto, it is now mandatory to provide Declarations regarding TAX Exemptions/ Tax Savings Details, HRA Exemption & Other Income(s) [including exempted income] by all the employees to the employer in specified Forms prescribed by the Income TAX Department viz. **Form 12BB, Form 10BA & Form 12C** respectively {copy enclosed}.

In view of the above, all staff members are hereby requested to submit the Declaration Forms along with the copies of all relevant documentary evidences to the Finance Department-CU by **5<sup>th</sup> of February' 2018** without fail otherwise the entire amount of TDS as applicable for the Financial Year 2017-2018 will be deducted from salaries of the staff members as per the rules & procedures of CU.

Again, It is to be noted that as per the new guidelines of the Income Tax Department (CBDT) the **PAN & Address of Lender** (Bank/Financial Institution) & of the **Landlord** is mandatory in case the incumbent claims for the Exemption(s) U/S 24A (Interest on House Building Advance) and U/S 10(13A) (House Rent Allowances) respectively. Hence, the Staff members must Quote the PAN & Address of Lender & Landlord to avail the aforementioned benefits.

Copies of CBDT Circular & the Declaration Form(s) are available in the University web-site.

By Order,

  
Registrar  
28/12/17

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### Copy to:

1. PS to Vice Chancellor for favour of kind information to Hon'ble VC.
2. All HoDs for favour of circulation to all staff members of Department.
3. Head Assistant/ Superintendant for favour of Circulation
4. Pay Cell for favour of Information # Circulation
5. Finance Officer for favour of Information
6. Office Copy