

Prof. G. BENARJEE
Registrar



KAKATIYA UNIVERSITY
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Phones: (0870) 2461404, 2461405

No. 535/F2/AUDIT/KU.2016

Date: 29/09/2016

To

All the Principals of University/Constituent/PG Colleges, KU
All the Heads of the Departments, KU
The Director, SDLCE, KU
All the Drawing Officers/Controlling Officers of various offices, KU

Sir/Madam,

Sub: INCOME TAX – Deduction of tax at source from the salaries for the financial year 2016-2017 – Supply of Income Tax Returns (Form-A) – Regarding.

Ref: This Office Letter No. 480/F2/AUDIT/KU/2016, Dated 22/06/2016

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I draw your attention to the letter under reference cited wherein mandatory guidelines were issued to deduct the income tax at source from the salaries of the applicable incumbents working under your control for the financial year 2016-2017 as per the norms.

In continuation, I am hereby enclosing the Income Tax Returns (Proforma-A) for the year 2016-2017 for circulation among the employees (teaching & non-teaching) whose annual income exceeds Rs.2,50,000/- per annum. The employees have to furnish the details of their income, savings and other claims of exemption under various sections as per the instructions issued in the proforma. The filled in proforma in duplicate duly signed by the individual and the drawing officer along with the documents in respect of claim of exemptions of tax have to be submitted to the Pre-Audit, KU along with the pay bills for the month of November, 2016.

I also mention some of the salient features in claim of exemptions in Income Tax for the financial year 2016-2017:

1. Any eligible investment/saving schemes for rebate U/s. 88 should be made well in advance before February, 2017.
2. Original rent receipt must be enclosed to claim HRA exemption under section (13-A) and Rule 2 A of the IT Act. Exemption is not applicable to those who reside in their own houses.
3. Medical Insurance premia paid under an approved scheme up to Rs.25, 000/- is admissible under Section 80-D and additional amount of Rs.30000/- for parents.
4. Medical treatment expenses of (below 80%) Handicapped dependent under Section 80 DD is admissible up to Rs.75, 000/- (Rs. 1, 25,000/- in case of above 80% disability).

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5. Medical treatment expenses of the assessee or dependent under section 80DDB is admissible up to Rs.40,000/-
6. Interest paid against loan taken for his own, spouse and children's higher education under section 80-E (Actual amount of interest paid on loan for initial year plus 7 years).
7. Deduction in the case of permanent physical disability including blindness under Sec. 80-U (Up to Rs.50,000/- is admissible or Rs.1,00,000/- in case of severe disability) subject to production of Medical Certificate as prescribed.
8. Deduction for TS Chief Minister Cyclone Relief Fund U/s. 80G and donations to certain specified funds and recognized charitable institutions.
9. Deduction for interest paid on loan taken for construction / purchase of self occupied house property U/s. 192/B (form 12C should be produced).
10. The deductions under Section 80-C & 80CCC put together should not exceed Rs.1,50,000/-

Further, it has been noticed during the previous years that some of the employees are not filling up of the I.T. Return form properly and some are not enclosing the requisite documents in support of tax exemption claims. Some of them are not submitting in time which cause a lot of inconvenience to the Pre-Audit Section for smooth functioning as per the norms.

Therefore, all the taxpayers are requested to finalize their proposals, fill up the format of Income Tax returns 2016-2017 and submit in duplicate along with all the enclosures to the Drawing Officers concerned for onward transmission along with the salary bills of November, 2016. Tax once calculated will be treated as final and no revision or refund will be entertained. All the Drawing Officers are requested to ensure the above guidelines for scrupulous implementation. If the Income Tax returns are not sent along with the pay bills of November-2016, the pay bills for the month of December will not be accepted.

Yours faithfully

Sd/-

REGISTRAR

Encl: As stated

Copy to:-

- 1) The Deputy Registrar (Accounts) KU
- 2) The Sec to Vice-Chancellor, KU
- 3) The P.A. to Registrar
- 4) The SF