



OSMANIA UNIVERSITY
HYDERABAD-500 007.

No. **402** /Pre-Audit/Gaz/2019.

Date: **15-10-2019**

To
All the Principals of Campus & Constituent Colleges, O.U.
All the Heads of Departments, O.U.
All the Officers of the Osmania University.
All the Directors of the Schemes, O.U.

Sir / Madam,

**Sub:- INCOME TAX – Deduction of Tax at Source from Salaries for the
Financial Year 2019-2020 – Guidelines – Communicated.**

The Teachers, Gazetted Officers and Assistant Professors (Contract / Part-Time Teachers/ Contract Non-Teaching Staff / Time Scale Employees) of the Osmania University are requested to submit the statement in Form-A (In Duplicate) together with relevant enclosures to this office **on or before 15-11-2019** towards deduction of Income Tax at Source from the Salaries for the Financial Year 2019-2020. Specimen of Form 'A', House Rent receipt & Income Tax rates, are enclosed herewith. They are also informed that, while quoting PAN in the Form 'A' a copy of Pan Card & Aadhar Card may be enclosed which is mandatory, without which it will **be treated as incomplete.** Further, a copy of the PAN card of the owner of the house may also be enclosed if the house rent exceeds Rs. 1,00,000/- P.A. without which House rent rebate will not be admitted.

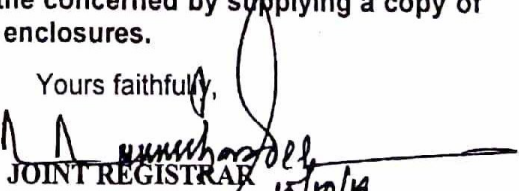
2. It may also be noted that it is mandatory to have PAN Card & Aadhar Card by all individuals. The Heads of Office and the Principals of the Colleges are requested to obtain the Form 'A' of Income Tax (in duplicate) from the Non-Gazetted employees working under them whose annual income exceeds Rupees Two Lakhs Fifty thousand, along with a copy of PAN Card and Aadhar Card and forward the same to the Deputy Registrar, (Accounts - Pay Bills), **on or before 15-11-2019.**

3. Further, it is informed that the Pre-Audit Branch will not admit the salary for the month of November, 2019 (both Teaching & Non-Teaching Staff) if the statement of Form 'A' along with a copy of Pan Card & Aadhar Card and a copy of supporting documents for claiming rebates, are not submitted on or before **15-11-2019.**

The Form 'A' is subject to changes if any.

4. This may kindly be brought to the notice of all the concerned by supplying a copy of this letter, alongwith the Specimen of Form 'A' and its enclosures.

Yours faithfully,


JOINT REGISTRAR
(ACCOUNTS), O.U. **15/10/19**

Encl: (1) Form 'A', (2) Receipt of House Rent. (3) Income Tax rates

Copy to :-

- 1) The Secretary to the Vice-Chancellor, O.U.
- 2) The P.A. to the Registrar, O.U.
- 3) The Controller of Examinations, O.U. with a request to furnish the list of the teachers showing the amount of Examination Remuneration paid during the financial year 2019-2020. This information is required in view of the direction received from the Income Tax Department, since these payments are also to be taken into account for calculating the Income Tax.

**OSMANIA UNIVERSITY****COMPUTATION OF INCOME OF THE UNIVERSITY TEACHERS / OFFICERS /
ASST. PROFESSOR (CONTRACT / PART-TIME TEACHERS / CONTRACT NON-TEACHING
STAFF / TIME SCALE EMPLOYEES, O.U.
FINANCIAL YEAR - 2019-2020**

1. a) Name of the Teacher / Employees :
b) Designation / Department :
c) Place of Work :
Residential Full Address :
d) PAN (Permanent Account Number) :
(Mandatory under IT Act.)
Enclose copy of Pan Card & Aadhar Card :
e) Employee I.D. :
f) Phone No. (Residence / Cell) :
2. **Total Income:**
- i) Pay : Rs.
ii) Special Pay / FPI / Allowance. : Rs.
iii) D.A. : Rs.
iv) H.R.A. : Rs.
v) C.C.A / Interim Relief / Others : Rs.
vi) Other Allowances / Arrears etc. : Rs.
vii) (i) Examination Remuneration / Other Remunerations : Rs.
(ii) RSP Arrears (iii) Part-Time Teaching Allowances
(iv) Encashment of Earned Leave.
Total:- : Rs.
3. **House Rent Allowance Exemption Limited to:-**
- i) Actual HRA received --OR--
ii) Rent Paid in excess of 10% of Salary --OR-- which
iii) 50% of Salary if the employee is in Chennai/Mumbai/Calcutta/Delhi and 40% of ever is
Salary if the Employee is in any other place. least
4. Balance (2 - 3) : Rs.
5. Professional Tax : Rs.
6. Balance (4 - 5) : Rs.
7. Standard Deduction under Section (16 i a) : Rs. (-)50,000 = 00
8. Balance (6 - 7) : Rs.
9. Deduct : Loss from House Property, if any.
(Interest on Home loan) : Rs.
10. Taxable Income (8 - 9) : Rs.

P.T.O

11. (A) Deduction under Section 88 CCE (The aggregate amount of deduction U/s 80C 80CCC and 80CCD should not exceed Rs.1,50,000/-)

80C

i) L.I.C. (Not Exceeding 20% of the sum assured)	Rs.
ii) P.F.	Rs.
iii) P.P.F.	Rs.
iv) N.S.C.	Rs.
v) Approved mutual funds (Maximum Rs. 10,000/-)	Rs.
vi) F.B.F.	Rs.
vii) G.S.L.I.S	Rs.
viii) Repayment of House Building Loan	Rs.
ix) Tuition fees paid limited to (2) Children	Rs.
x) investment in debentures/equity shares (of public companies engaged in the Infrastructure facility) approved by the central Board of Direct Taxes.	Rs.
xi) F D In SBI/Nationalised Banks for a minimum period of (5) years	Rs.

80 CCC

80 CCD

11 (A) Total:-

11. (B) Deduction under Chapter VI-A

Sections 80 D	Rs.
80 DD	Rs.
80E	Rs.
80G CM Relief	Rs.
80U	Rs.
11 (B) Total:-	Rs.

12. Total 11(A) + 11(B)	Rs.
13. Total Income (10 – 12)	Rs.
14. Tax on total income	Rs.
15. Tax rebate (Rs. 2,500/- if the total income is less than Rs.3.50 lakhs)	Rs.
16. Balance (14 – 15)	Rs.
17. Health & Education Cess @ 4% of Income Tax	Rs.
18. Total Tax Payable (16 plus 17)	Rs.
19 Relief u/s 89	Rs.
20. Balance Tax Payable (Column.Nos. 18 – 19)	Rs.
21. Amount of Tax already deducted from the Salaries i.e. March 2019 to September 2019.	Rs.
22. Balance to be deducted from the salaries of October 2019 to February 2020.	Rs.
i) October 2019	Rs.
ii) November 2019	Rs.
iii) December 2019	Rs.
iv) January 2020	Rs.
v) February 2020	Rs.

Dated:

SIGNATURE OF THE ASSESSEE
(NAME AND DESIGNATION)

15 80C

PROFORMA RECEIPT OF HOUSE RENT

Received a sum of Rs. _____ (Rupees _____
_____) from Dr./Sri./Smt. _____
O.U., towards the rent @ Rs. _____ per month from
March, 2019 to September, 2019 in respect of _____ House
No. _____ situated at _____
Hyderabad / Secunderabad.

Date:

SIGNATURE OF THE HOUSE OWNER

Place:

NAME:

PAN of the House Owner

(If the house rent exceeds Rs. 1,00,000/- P.A.).

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PROFORMA RECEIPT OF HOUSE RENT

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Date:

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NAME:

PAN of the House Owner

(If the house rent exceeds Rs. 1,00,000/- P.A.).

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INCOME TAX RATES : FINANCIAL YEAR 2019-2020

FOR INDIVIDUALS

- | | | |
|-------------------------------------|---|---|
| 1) UPTO Rs. 2,50,000/- | : | NO TAX |
| 2) Rs. 2,50,001/- TO Rs. 5,00,000/- | : | 5% of Income exceeding Rs. 2,50,000/- |
| 3) Rs. 5,00,001/- TO Rs.10,00,000/- | : | Rs.12,500/- Plus 20% of income exceeding Rs. 5,00,000/- |
| 4) ABOVE Rs.10,00,000/- | : | Rs.1,12,500/- Plus 30% of income exceeding Rs.10,00,000/- |

SENIOR CITIZENS

- | | | |
|-------------------------------------|---|--|
| 1) UPTO Rs. 3,00,000/- | : | NO TAX |
| 2) Rs. 3,00,001/- TO Rs. 5,00,000/- | : | 5% of income exceeding Rs.3,00,000/- |
| 3) Rs.5,00,001/- TO Rs.10,00,000/- | : | Rs. 10,000/- Plus 20% of income exceeding Rs. 5,00,000/- |
| 4) ABOVE Rs. 10,00,000/- | : | Rs. 1,10,000/- Plus 30% of income exceeding Rs.10,00,000/- |

Rebate of Income Tax – An assessee whose total income doesn't exceed Rs. 5 Lakhs, shall be entitled to a deduction of an amount equal to 100% of income tax or Rs. 12,500/-, whichever is less.

ADDITIONS

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|----------------------------|---|------------------|
| 1) HEALTH & EDUCATION CESS | : | 4% of income tax |
|----------------------------|---|------------------|
