



UNIVERSITY OF CALCUTTA

MEMORANDUM

Memo No. A/S/299/IT

Dated: 29/05/2017

All the Teachers/Officers/Employees of University of Calcutta are requested to furnish their tax saving investments proposal for the F.Y. 2017-18 and other relevant information for Income Tax computation, in the format as attached herewith. The filled in format along with its duplicate duly signed by the concerned employees and their signature verified by their respective Heads, should be submitted in the office of the Audit & Accounts, 3rd floor, I.T. Cell latest by 15th June, 2017.

The assessee may change declared investment at any time during the period of 1st August, 2017 to 31st December, 2017 by correction made on submitted form physically and if any change occur in computation of tax, the revised tax would be deducted at equal installment from salary of next month.

Self-attested Photocopies of documentary evidences as proof of investments actually made should be submitted to the office of the Audit & Accounts, in the period from 1st January, 2018 to 31st March, 2018.

In case of those employees who will retired from service before 28th February, 2018 during the F.Y. 2017-18 all documentary evidences as proof of investments actually made should be submitted at least one month before of his/her retirement.

Bank statement or photocopy of bank passbook would not be accepted as documentary evidence except Public Provident Fund deposit. In case of more than one borrower of house building Loan, benefit will be given proportionately.

If any discrepancy between declared/proposed amount and actual amount of Tax saving investments occur then the employee assessee shall be liable to bear the amount of Tax, interest and penalty, if any, payable to the Income Tax Department. Above-mentioned Income Tax, Interest and Penalty would be deducted at a time from the Salary/Pension of any available month during the F.Y. 2018-19.

All Establishment Sections/Head of Departments are requested to distribute the enclosed "INVESTMENT PROPOSAL" form along with this "MEMORANDUM" at the earliest to each employee under their jurisdiction on an urgent basis.

This "Memorandum", "Investment Proposal Form" and "Form for submission of documents" will be available in the website www.caluniv.ac.in under Audit & Accounts Menu.

AS

Accounts Officer
University of Calcutta.

[Please See Overleaf]

Copy forwarded for information & necessary action to:

- 1) The Vice-Chancellor, C.U.
- 2) The Pro-Vice-Chancellor for Academic Affairs, C.U.
- 3) The Pro-Vice-Chancellor for Business Affairs & Finance, C.U.
- 4) The Registrar, C.U.
- 5) The Controller of Examinations, C.U.
- 6) The Engineer, C.U.
- 7) The Inspector of colleges, C.U.
- 8) The Librarian, C.U.
- 9) The Deputy Registrar (Administration), C.U.
- 10) The Development and Planning Officer, C.U.
- 11) The Estate and Trust Officer, C.U.
- 12) The Accounts Officer (Acting), C.U.
- 13) The Internal Auditor, C.U.
- 14) The Secretary, Board of Residence, C.U.
- 15) The Secretary, Under Graduate Council, C.U.
- 16) The Superintendent, Establishment Section, Darbhanga Building, C.U.
- 17) The Office-in-Charge/Superintendent, Central Enquiry, C.U.
- 18) The Office-in-Charge/Superintendent, Sales Counter, C.U.
- 19) The Office-in-Charge/Superintendent, Vehicle Section, C.U.
- 20) The Caretaker, College Street, C.U.
- 21) The Superintendent, Telephone, College Street, C.U.
- 22) The Chief Cashier, C.U.
- 23) The Sports Officer/ Office-in-Charge, Sports Department, C.U.
- 24) The Secretary, U.C.A.C., College Street, C.U.
- 25) The Head, Journalism, C.U.
- 26) The Head, Library Science, C.U.
- 27) The Secretary, U.C.S.T.A. (Rajabazar), C.U.
- 28) The Secretary, Department of University Health Service, C.U.
- 29) The Secretary, Department of Medicine, C.U.
- 30) The Head, Economics, B. T. Road, C.U.
- 31) The Assistant Secretary, U.C.S.T.A. (Ballygunj), C.U.
- 32) The Superintendent, C.U. Press, C.U.
- 33) The Secretary, Department of Law, C.U.
- 34) The Assistant Secretary, U.C.A.C., Alipore, C.U.
- 35) The Head, V. L. College, Alipore, C.U.
- 36) The Head, Jute and Fiber Technology, C.U.
- 37) The Secretary, U.C.S.T.A. (Salt Lake Campus), C.U.

Sd/-
Accounts Officer
University of Calcutta

MEMO NO. A/S/299/IT

Dated: 29.05.2017



UNIVERSITY OF CALCUTTA

FOR OFFICE USE ONLY

ARP _____/_____/_____

RECEIVED ON _____

SIGNATURE _____

AUDIT & ACCOUNTS DEPARTMENT, INCOME TAX CELL, 3RD FLOOR, CENTENARY BUILDING,

87/1 COLLEGE STREET, KOLKATA- 700073. Dial: 033-2241 0071 EXT. NO.: 480 Email: tdscell.cu@gmail.com

DECLARATION FOR PROPOSED INCOME TAX SAVINGS INVESTMENTS AND OTHER INFORMATION FOR THE FINANCIAL YEAR 2017-18.

Employee Code: _____ Name: _____ PAN: _____

Designation: _____ Department: _____ Date of Birth: ____/____/____

Mobile No.: _____ Father's Name: _____

Residential Address: _____

E-mail Address: _____ (in block letter) Aadhaar Card No.: _____

(Attach photocopy of Aadhaar card)

Proposal of Investments for the F.Y. 2017-18 and other information:

1. Rent payable as tenant: _____ per annum

(Attachment of original Rent Bill for any one month of FY 2017-18 is mandatory, if annual payable rent is more than One Lakh then submit attested photocopies of agreement between Landlord and Tenant and photocopies of PAN Card of the Landlord)

2. National Savings Certificate: ` _____ 3. Interest from National Savings Certificate: ` _____

4. Recovery of H.B.L. by **Calcutta University** a) Interest ` _____ b) Principal ` _____

5. Recovery of H.B.L. by **C.U. Co.Op.Society** a) Interest ` _____ b) Principal ` _____

6. Recovery of H.B.L. by **Other Authorised Institution:** a) Interest ` _____ b) Principal ` _____

H.B.L. denotes House Building Loan

*** Please mention only Interest amount in case of Renovation/Alteration of Self-occupied house property/properties.

7. Interest from Savings Account(s): ` _____ 8. Interest from any other source (Except Sl.No.3 & 7): ` _____

9. Income from other source (except Sl.No. 3, 7 and 8) ` _____

*****Sl.No.3, 7, 8 and 9 are optional.**

10. L.I.C. Premium: ` _____ 11. P. P. F.: ` _____ 12. P. L. I. Premium: ` _____

13. ULIP Premium: ` _____ 14. E.L.S.S.: ` _____

15. Tax Savings Term Deposit: ` _____

16. Tuition Fees ` _____ (allowable for Maximum Two dependent children) 17. Notified Mutual Fund: ` _____

18. L.I.C. Premium for Pension Fund: ` _____ 19. Sukanya Samridhi Yojana for Girl Child ` _____

20. Any other Investment (**Please Specify**) ` _____

N.B.: Maximum exemption limit 150000/- for Sl.No.2 to 19 including PF and GSLI except recovery of interest on H.B.Loan and Sl.No. 7 to 9.

21. Rajiv Gandhi Equity Scheme: ` _____ (**Eligible income 12 Lakh p.a. and maximum deposit 50000/- exemption 50%**)

22. National Pension Scheme (NPS): ` _____ (maximum eligible Exemption Limit `50,000/-)

[Please see overleaf]

23. Premium for Medical Insurance (*Under C.U.G.M.I.S.*): ` _____
24. Premium for Medical Insurance (*other than C.U.G.M.I.S.*): (a) Self ` _____ (b) Parents ` _____
25. Expenditure for disabled dependent: ` _____ **Attachment of Disability Certificate is mandatory.**
26. Expenditure for Special Ailment of Self/Dependent: ` _____ **Attachment of Certificate [Form-10(I)] is mandatory.**
27. Repayment of Interest on Higher Education Loan: ` _____ 28. Donation to **Calcutta University** only: ` _____
29. Deduction for self disability: ` _____ **Attachment of Disability Certificate is mandatory.**

***Tuition Fees, Medical Insurance Premium and Life Insurance Premium will be allowed as per IT Rules.**

INTEREST RATES FOR N.S.C.

YEAR OF PURCHASE	01.03.03 TO 31.10.11		01.11.2011 TO 31.03.2012		01.04.2012 TO ONWARDS	
	6 YEARS	5 YEARS	10 YEARS	5 YEARS	10 YEARS	
1ST YR.	8.16	8.58	8.89	8.78	9.10	
2ND YR.	8.83	9.31	9.68	9.56	9.93	
3RD YR.	9.55	10.11	10.54	10.40	10.83	
4TH YR.	10.33	10.98	11.48	11.31	11.81	
5TH YR.	11.17	11.92	12.50	12.30	12.89	
6TH YR.	12.08		13.61		14.06	
7TH YR.			14.82		15.34	
8TH YR.			16.13		16.74	
9TH YR.			17.57		18.26	
10TH YR.			19.13		19.92	

DECLARATION:

I the undersigned declare that I am responsible to produce the relevant documentary evidences in support of my above stated income tax saving proposals in time, as and when it is asked for by my employer. If I fail to produce the relevant documentary evidences in support of my income tax saving proposals, and as a result any income tax liability is arisen, I shall have no objection to the recovery of all such income tax liability along with interest by my employer form my monthly salary at a time.

Full Signature: _____

Dated: _____

Signature verified by HOD with Seal & Date

LAST DATE OF SUBMISSION: 15/06/2017

**TOP SHEET FOR SUBMISSION OF SELF ATTESTED PHOTOCOPIES OF
TAX SAVING INVESTMENTS DOCUMENTS FOR F.Y. 2017-18**

1. Employee Code (as per pay-slip): _____
 2. Name: _____ PAN: _____
 3. Designation: _____ Department: _____
 4. NSC purchased during the year 2017-18: ` _____
 5. Deduction for HBL:
 - a) * From Calcutta University: Principal: ` _____ b) Interest: ` _____ *(Documents not require)
 - b) From C.U. Co-operative Society: Principal: ` _____ b) Interest: ` _____
 - c) From Other funding Agency: Principal: ` _____ b) Interest: ` _____
 6. L.I.C. Premium Paid: ` _____ 7. P.P.F. Deposit: ` _____
 8. LIC Pension Funds: ` _____ 9. ULIP Premium Paid: ` _____
 10. P.L.I. Premium Paid: ` _____ 11. E.L.S.S.: ` _____
 12. Tuition Fees: ` _____ 13. Mutual Funds: ` _____
 14. Tax Saver Term deposit with Bank: ` _____ 15. Approved Shares: ` _____
 16. Sukanya Samridhi Yojana for Girl Child: ` _____
 17. Rajib Gandhi Eq. Sch. (Max. 50,000/-): ` _____
 18. National Pen. Sch. (Max. 50,000/-): ` _____
 19. Premium paid for Mediclaim Policy (other than C.U.): a) Self ` _____ b) Parents ` _____
 20. Premium deducted by University for C.U.M.I.S.: ` _____
 21. Others (please specify) _____ ` _____
- My latest Interest Income from Savings A/c of ` _____ Other Interest Income of ` _____
- My latest other source of income except Interest Income of ` _____

Total nos. of Photocopies submitted: _____ Nos.
--

Declaration

I hereby solemnly declare that I have no objection if the D.D.O. of Calcutta University deduct appropriate tax from my salary/pension of May, 2018 or any available month of 2018 along with interest of 1.5% per month as arrear tax for F.Y. 2017-18 in case of my failure to submit the copies of documents as mentioned in previously submitted Tax Savings Proposal Form.

Signature verified by HOD with Seal & Date

Full Signature of the Employee with date

Received _____ Nos. Photocopies by: _____ Dated _____

Submission period: 01/01/2018 to 31/03/2018

**TOP SHEET FOR SUBMISSION OF SELF ATTESTED PHOTOCOPIES OF
TAX SAVING INVESTMENTS DOCUMENTS FOR F.Y. 2017-18**

1. Pensioner Code: PN-_____
 2. Name: _____ PAN: _____
 3. NSC purchased during the year 2017-18: ` _____
 4. Deduction for HBL: Principal: ` _____ b) Interest: ` _____
 5. L.I.C. Premium Paid: ` _____
 6. P.P.F. Deposit: ` _____
 7. LIC Pension Funds: ` _____
 8. ULIP Premium Paid: ` _____
 9. P.L.I. Premium Paid: ` _____ 10. E.L.S.S.: ` _____
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 17. National Pen. Sch.[NPS] (Max. 50,000/-): ` _____
 18. Premium paid for Mediclaim Policy (other than C.U.): a) Self ` _____ b) Parents ` _____
 19. Others (please specify) _____ ` _____
- My latest Interest Income from Savings A/c of ` _____
- Other Interest Income of ` _____
- My latest other source of income except Interest Income of ` _____

Total nos. of Photocopies submitted: _____ Nos.
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Declaration

I hereby solemnly declare that I have no objection if the D.D.O. of Calcutta University deduct appropriate tax from my pension of May, 2018 or any available month of 2018 along with interest of 1.5% per month as arrear tax for F.Y. 2017-18 in case of my failure to submit the copies of documents as mentioned in previously submitted Tax Savings Proposal Form.

Full Signature

Received _____ Nos. Photocopies by: _____ Dated _____

LAST DATE OF SUBMISSION: 31/03/2018

MEMO NO. A/S/299/IT

Dated: 29/05/2017



UNIVERSITY OF CALCUTTA

FOR OFFICE USE ONLY

ARP _____/_____

RECEIVED ON _____

SIGNATURE _____

AUDIT & ACCOUNTS DEPARTMENT, INCOME TAX CELL, 3RD FLOOR, CENTENARY BUILDING,

87/1 COLLEGE STREET, KOLKATA- 700073. Dial: 033-2241 0071 EXT. NO.: 480 Email: tdscell.cu@gmail.com

**DECLARATION FOR PROPOSED INCOME TAX SAVINGS INVESTMENTS AND OTHER INFORMATION
FOR THE FINANCIAL YEAR 2017-18.**

Pension Code: **PN** _____ Name: _____ PAN: _____

Date of Birth: ____/____/____ Mobile No.: _____ Pension Effect From : _____

Basic Pension: ` _____

Residential Address: _____

E-mail Address: _____ (in block letter) Aadhaar Card No.: _____
(Attach photocopy of Aadhaar card)

Proposal of Investments for the F.Y. 2017-18 and other information:

1. Rent payable as tenant: _____ per annum

(Attachment of original Rent Bill for any one month of FY 2017-18 is mandatory, if annual payable rent is more than One Lakh then submit attested photocopies of agreement between Landlord and Tenant and photocopies of PAN Card of the Landlord)

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[Please see overleaf]

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Full Signature: _____ Dated: _____

LAST DATE OF SUBMISSION: 15/07/2017