



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/Acct/2019-20/Income Tax/4889

Date: 21 AUG 2019

**CIRCULAR**

**SUB: INFORMATION FOR CALCULATION OF INCOME TAX FOR THE FINANCIAL  
YEAR 2019-20 (ASSESSMENT YEAR 2020-21)**

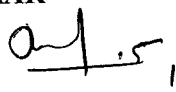
All employees are requested to furnish the required particulars in the prescribed form (Form 12BB, available on Institute website- *Administrative forms- Accounts related- Income tax savings declaration form*) to determine Income Tax to be recovered from their salaries during the Financial year 2019-20. The particulars should be furnished to Accounts Section latest by 20-09-2019. The following requirements may please be noted:

1. All the columns in the form are to be filled in and entries such as, 'refer to previous year' statement', 'no tax to be deducted as savings will reduce the taxable income' etc., shall not be made. Documentary proof against each heading as mentioned in the form is required to be enclosed, without fail.
2. The details of savings given i.e. other than salary recoveries should be firm and the savings mentioned are to be adhered to so that the deductions will be uniform throughout the year. No change will be allowed subsequently as that will result in non-uniform deductions which is likely to be objected by Income Tax Department. **It may please be noted that while computing TDS during current F.Y.2019-20 (till salary of Aug-2019), amount of savings same as last year have been considered. However, tax computation of Sep-2019 will be done on the basis of saving declaration received for 2019-20 and hence non-submission of savings declaration may result in higher TDS deduction.**
3. Further, declarations furnished regarding proposed savings especially in the P.P.F., LIC premia etc. has to be made by employees before 31-12-2019, so as to consider the same to compute tax liability. Further, it may kindly be noted that TDS exemption claimed on account of Additional contribution under NPS u/s 80 CCD (1B), Housing loan Interest should be invariably supported by documentary proof like NPS payment receipt, Provisional Interest certificate issued by bank etc. In absence of these documents, tax deduction will not be considered by Accounts Section. Deduction towards employer's contribution to the extent of 10% of 'Basic+DA' under section 80 CCD (2) in respect of NPS subscribers will be considered by Institute itself.
4. The employees claiming exemption of House Rent Allowance on the basis of actual rent paid should produce Rent Receipt along with the form and also PAN No. of the land lord is mandatory for payments of rent exceeding Rs. 1 lakh during the financial year 2019-20. In the absence of Rent Receipt HRA exemption will not be allowed.

  
(Dr S R Sathe)  
REGISTRAR

**To:**

1. All HODs/ Sectional Heads/ Faculty - For information and necessary action please.
2. All Deans/ Asso. Deans - For information please.
3. Director's Office - For information of the Director please.
4. Dy Registrar (Accts) - For necessary action please.
5. Dispatch Section - For circulation to all concerned, by e-mail.

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