



**OSMANIA UNIVERSITY  
HYDERABAD-500 007.**

**No. 479/Pre-Audit/Gaz/2014.**

Date: 12-9-2014.

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 2014-2015 – Guidelines – Communicated.**

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The Teachers and Gazetted Officers 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 15-10-2014** towards deduction of Income Tax at Source from the Salaries for the Financial Year 2014-2015. 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 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 rebate 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 by all individuals. The Heads of Office and the Principals of the Colleges are requested to insist for PAN and 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, and forward the same to the Assistant Registrar, (Accounts - Pay Bills), **on or before 15-10-2014.**

3. Further, it is informed that the Pre-Audit Branch will not admit the salary for the month of October, 2014 (both Teaching & Non-Teaching Staff) if the statement of Form 'A' along with a copy of Pan Card, is not submitted on or before 15-10-2014.

**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,

Sd/-

**DEPUTY REGISTRAR**  
(Pre-Audit)

**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 who have been paid examination remuneration towards valuation and other remunerative work during the financial year 2014-2015. 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.

**FORM - A**

# OSMANIA UNIVERSITY

## COMPUTATION OF SALARY INCOME OF UNIVERSITY TEACHERS / OFFICERS FINANCIAL YEAR - 2014-2015

1.
  - a) Name of the Teachers/Officers :
  - b) Designation / Department :
  - c) Place of Work :
  - d) Residential Full Address :
  - e) **PAN** (Permanent Account Number) :  
(Mandatory under IT Act.)  
Enclose copy of PAN CARD
  - f) Employee I.D. :
  - g) Phone No. (Residence / Cell) :
2. **Total Salary Income:**
  - i) Pay (Basic Pay + AGP) : 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) Examination Remuneration/**RSP Arrears** : Rs.  
Part-Time Teaching Allowances /  
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--
  - iii) 50% of Salary if the employee is in Chennai/Mumbai/Calcutta/Delhi and 40% of Salary if the Employee is in any other place. } which ever is least
4. Balance ( 2 – 3 ) : Rs.
5. Professional Tax : Rs.
6. Balance ( 4 – 5 ) : Rs.
7. Deduct : Loss from House Property, if any.  
(Interest on Home loan) (IX of Annexure) : Rs.
8. Taxable Income ( 6 – 7 ) : Rs.

**P.T.O**

**9 (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 (Maxi. 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 (For details see annexure)** : Rs.

**80 CCD ( -do- )** : Rs.

**9 (A) Total:-** : Rs.

**9 (B) Deduction under Chapter VI-A**

Sections	80 D	:	Rs.
	80 DD	:	Rs.
	80E	:	Rs.
	80G CM Relief	:	Rs.
	80U	:	Rs.

**9 (B) Total:-** : Rs.

10. Total 9(A) + 9(B) : Rs.

11. **Total Income ( 8 – 10)** : Rs.

12. Tax on total income : Rs.

13. Tax rebate : Rs.

14. Balance (12 – 13) : Rs.

15. Surcharge / Education Cess : Rs.

16. Total Tax Payable (14 plus 15) : Rs.

17 Relief u/s 89 : Rs.

18. Balance Tax Payable (Column.Nos. 16-17) : Rs.

19. Amount of Tax already deducted from the Salaries i.e. March 2014 to September 2014. : Rs.

20. Balance to be deducted from the salaries of October 2014 to February 2015. : Rs.

i) October 2014 : Rs.

ii) November 2014 : Rs.

iii) December 2014 : Rs.

iv) January 2015 : Rs.

v) February 2015 : Rs.

**SIGNATURE OF THE ASSESSEE  
(NAME AND DESIGNATION)**

## **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, 2014 to September, 2014 in respect of  
House No.\_\_\_\_\_ situated at \_\_\_\_\_  
Hyderabad / Secunderabad.

Date:

SIGNATURE OF THE HOUSE OWNER

NAME:

PAN of the House Owner

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

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NAME:

PAN of the House Owner

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

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## INCOME TAX RATES : FINANCIAL YEAR 2014-2015

### FOR INDIVIDUALS

- |                                     |   |   |
|-------------------------------------|---|---|
| 1) UPTO Rs. 2,50,000/-              | : | NO TAX  |
| 2) Rs. 2,50,001/- TO Rs. 5,00,000/- | : | 10% of Income exceeding Rs. 2,50,000/-                    |
| 3) Rs. 5,00,001/- TO Rs.10,00,000/- | : | Rs.25,000/- Plus 20% of income exceeding Rs. 5,00,000/-   |
| 4) ABOVE Rs.10,00,000/-             | : | Rs.1,25,000/- 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/- | : | 10% of income exceeding Rs.3,00,000/-                      |
| 3) Rs.5,00,001/- TO Rs.10,00,000/-  | : | Rs. 20,000/- Plus 20% of income exceeding Rs. 5,00,000/-   |
| 4) ABOVE Rs. 10,00,000/-            | : | Rs. 1,20,000/- Plus 30% of income exceeding Rs.10,00,000/- |

### ADDITIONS

- |  |   |                  |
|--|---|------------------|
| 1) EDUCATION CESS (including 1% Secondary & Higher Education Cess) | : | 3% of income tax |
|--|---|------------------|

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