



OSMANIA UNIVERSITY
HYDERABAD - 500 007.

No. ²³⁶ /Pre-Audit/Gaz/2021.

Date: 01-10-2021.

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 2021-2022 – Guidelines – Communicated.**

The Teachers, Gazetted Officers and Assistant Professors (Contract / Part-Time Teachers) 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 20-10-2021** towards deduction of Income Tax at Source from the Salaries for the Financial Year 2021-2022. 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-Teaching employees (Regular / Contract / Time-Scale) 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 20-10-2021**.

3. Further, it is informed that the Pre-Audit Branch will not admit the salary for the month of October, 2021 (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 **20-10-2021**.

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,


DEPUTY REGISTRAR
(Pre-Audit), O.U.

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 / Non-Teaching showing the amount of Examination Remuneration paid during the financial year 2021-2022. 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 INCOME OF THE UNIVERSITY TEACHERS / OFFICERS /
ASST. PROFESSOR (CONTRACT / PART-TIME TEACHERS) NON-TEACHING (REGULAR /
CONTRACT / TIME SCALE EMPLOYEES), O.U.****FINANCIAL YEAR - 2021-2022**

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 / Others : Rs.
 - vi) Other Allowances / D.A. Arrears etc. : Rs.
 - vii) (i) Examination Remuneration / Other Remunerations : Rs.
 - (ii) **CAS Arrears** (iii) Part-Time Teaching Allowances
 - (iv) Telangana Increment (v) 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 : Rs.
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) - Enclose relevant documents: Rs.
10. Taxable Income (8 – 9) : Rs.

11 (A) Deduction under Chapter VI-A (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 (Upto 25,000/- and 30,000/- for Senior citizen)	:	Rs.
80 DD (Upto 75,000/- and 1,25,000/- in case of severely disabled persons)	:	Rs.
80 E (Copy to be enclosed)	:	Rs.
80 G CM Relief	:	Rs.
80 U (same as per 80 DD)	:	Rs.

11 (B) Total:-

12. Total 11(A) + 11(B)	:	Rs.
13. Total Income (10 – 12)	:	Rs.
14. Tax on total income	:	Rs.
15. Tax rebate (Rs. 12,500/- if the total income is less than Rs.5 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 2021 to September 2021.	:	Rs.
22. Balance to be deducted from the salaries of October 2021 to February 2022.	:	Rs.
i) October 2021	:	Rs.
ii) November 2021	:	Rs.
iii) December 2021	:	Rs.
iv) January 2022	:	Rs.
v) February 2022	:	Rs.

Dated:

SIGNATURE OF THE ASSESSEE
(NAME AND DESIGNATION)

INCOME TAX RATES : FINANCIAL YEAR 2021-2022

Sl.No.	INCOME SLAB	TAX FOR ALL 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/-

PENSIONERS

Sl.No.	INCOME SLAB	TAX FOR ALL SEINOR 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, under Section 87/A shall be entitled to a deduction of an amount equal to 100% of income tax or Rs. 12,500/-, whichever is less.

ADDITIONS

- 1) EDUCATION CESS (including 1% Secondary & Higher Education Cess) : 4% of income tax

Note : - Exemptions and Deductions as applicable are allowed under Option - I

OPTION - II

INCOME TAX RATES : FINANCIAL YEAR 2021-2022

Sl.No.	INCOME SLAB	TAX FOR ALL INDIVIDUALS	REMARKS
1)	UPTO Rs. 2,50,000/-	NO TAX	Rebate of Rs. 12,500/- upto 5,00,000/-
2)	Rs. 2,50,001/- TO Rs. 5,00,000/-	5%	
3)	Rs. 5,00,001/- TO Rs.7,50,000/-	Rs.12,500 + 10% of Total income exceeding Rs. 5,00,000/-	
4)	Rs. 7,50,001/- TO Rs.10,00,000/-	Rs.37,500 + 15% of Total income exceeding Rs. 7,50,000/-	
5)	Rs. 10,00,001/- TO Rs.12,50,000/-	Rs.75,000 + 20% of Total income exceeding Rs. 10,00,000/-	
6)	Rs.12,50,001/- TO Rs.15,00,000/-	Rs.1,25,000 + 25% of Total income exceeding Rs. 12,50,000/-	
7)	ABOVE Rs.15,00,000/-	Rs.1,87,500 + 30% of Total income exceeding Rs. 15,00,000/-	

ADDITIONS

- 1) EDUCATION CESS (including 1% Secondary & Higher Education Cess) : 4% of income tax

NOTE : - EXEMPTIONS AND DEDUCTIONS ARE NOT ALLOWED UNDER OPTION - II

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, 2021 to September, 2021 in respect of House No. _____
situated at _____ Hyderabad / Secunderabad.

Date: _____

Place: _____

SIGNATURE OF THE HOUSE OWNER

NAME: _____

PAN Card copy of the House Owner
(If the house rent exceeds Rs. 1,00,000/- P.A.).

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, 2021 to September, 2021 in respect of House No. _____
situated at _____ Hyderabad / Secunderabad.

Date: _____

Place: _____

SIGNATURE OF THE HOUSE OWNER

NAME: _____

PAN Card copy of the House Owner
(If the house rent exceeds Rs. 1,00,000/- P.A.).