



दिल्ली विश्वविद्यालय  
University of Delhi



Ref. No.: Fin.I/IT/2023-24/  
Dated: 05.10.2023

The Dean/ Head  
Faculty/ Department \_\_\_\_\_  
University of Delhi  
Delhi- 110007

Subject: Filling of Income Tax Form for Financial Year 2023-24

Dear Sir/ Madam,

Please find enclosed herewith Income Tax Form and Form No. 12 BB for computation of Income Tax for the Financial Year 2023-24 (Assessment Year 2024-25) in respect of Teaching and Non-Teaching Staff of Delhi University.

2. It is hereby requested to kindly arrange to circulate the aforesaid forms among your teaching/ non-teaching staff. The above-mentioned Income Tax forms are also being available on the Delhi University website for circulation among the teaching/ non-teaching staff members

3. The duly filled signed forms by the incumbent mentioning their PAN number along with all documents related to their rebates, savings etc. must reach the Finance-I/ Finance-II/ Estab. -I positively by **31.10.2023** so as to enable this office to finalize the Income Tax for the Financial Year 2023-24 (Assessment Year 2024-25) in all respect.

  
Deputy Registrar (Finance)

Encl: As above

PN-2 430  
5/10/23

**UNIVERSITY OF DELHI**  
**Computation of Income Tax for the Financial Year 2023-2024.**

NAME.....PAN NO.....Date of Birth..... Category: Women/Others/Sr.Citizens

Amount in ₹

<b>1. Amount Chargeable under the Head 'Salary'</b>		
a. Pay (March 2023 to February 2024)		_____
b. Grade Pay		_____
c. DA		_____
d. HRA		_____
e. TA		_____
f. Others		_____
<b>Total (a to f)</b>		_____
g. Pension/Honorarium/Officiating Allowance/Tuition Fees/O.T.A./Arrears/10 days EL encashment etc.		_____
h. Medical re-imburement		_____
i. University Contribution to New Pension Scheme		_____
j. Examination Remuneration		_____
k. Leave Travel concession or assistance		_____
l. Death cum retirement gratuity		_____
m. Commuted value of pension		_____
n. Cash equivalent of leave salary encashment		_____
<b>2. Total Gross Salary (a to n)</b>		_____
<b>3. Income from Previous Employer (Outside University of Delhi)</b>		_____
<b>4. Less: Allowances to the extent exempt u/s 10</b>		
a. Leave Travel concession or assistance u/s 10(5)		_____
b. Death cum retirement gratuity u/s 10(10)		_____
c. Commuted value of pension u/s 10(10A)		_____
d. Cash equivalent of leave salary encashment u/s 10(10AA)		_____
e. House Rent Allowance (in case of rent receipt only)		_____
f. Transport Allowance (maximum 3200/-p.m. for Handicapped only)	(-)	_____
<b>5. Total amount of exemption claimed u/s 10 (a to f)</b>		_____
<b>6. Total amount of salary received from current employer (2 - 5)</b>		_____
<b>7. Less: Standard Deduction 16(ja)</b>	(-)	_____
<b>8. Income chargeable under the head "Salaries" (3 + 6 - 7)</b>		_____
<b>9.a.(i) Income from House Property</b>		
(ii) Less: HBA Interest (U/S 24B max.2,00,000/-) owner's possession required	(-)	_____
b.(i) Interest from Savings Bank A/c (enter full amount)		_____
(ii) Interest from other Bank Accounts (FD, Recurring etc)		_____
(iii) Interest earned on GPF contributions (above 5,00,000/- per year)		_____
(iv) Any other Income reported by employee outside DU (with copy of documentary evidence)		_____
<b>10. Total amount of other income reported by the employee (9a+9b)</b>		_____
<b>11. Gross Total Income (8 + 10)</b>		_____
<b>12. DEDUCTIONS:</b>		
<b>A. Under section 80C Chapter VI-A</b>		
(i) Subscription towards GPF/CPF		_____
(ii) NPS Subscription (Ltd. to 10% of Basic+GP+DA) 80CCD(1)		_____
(iii) Contribution by employee to pension scheme u/s 80CCC (Pension Plan only)		_____
(iv) Life Insurance Premium (LIC/JD/JA/DR)		_____
(v) Public Provident Fund		_____
(vi) Group Insurance Scheme		_____
(vii) Tuition Fee (limited to two children)		_____
(viii) NSC (VIII) Interest of NSC VI/VII Issue/NSS		_____
(ix) Mutual Fund (UTI) ULIP-7/PLI		_____
(x) Repayment of HBA		_____
(xi) Fixed deposits in Banks/Post Office for 5 years/Sukanya Samridhi Yojana		_____
<b>Total 12.A (i to xi) (Limited to 1,50,000/-)</b>		_____
<b>B. Other Sections under Chapter VI-A</b>		
(i) NPS Subscription 80CCD(1B) (remaining amt. from 80CCD(1)/Own NPS Cont.)		_____
(ii) 80CCD(2) University Contribution to NPS (Limited to 14% of Basic+GP+DA)		_____
(iii) Deduction u/s 80D (Medical Health Insurance e.g. HCC)		_____
(iv) Deduction u/s 80E (Interest paid on Higher Education Loan)		_____
(v) Deduction u/s 80G (Donations) as per the rules		_____
(vi) Deduction u/s 80TTA Exemption on Savings Bank Interest Max. 10,000/-		_____
(vii) Deduction u/s 80DD (Rehabilitation of Handicapped Dependent)		_____
(viii) Deduction u/s 80DDB (Medical Expenditure on Self or Dependent)		_____
(ix) Deduction u/s 80EEB (Interest paid on Loan to purchase an Electric Vehicle)		_____
(x) Deduction u/s 80GG as per rules		_____
(xi) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books)		_____
(xii) 80TTB Exemption on All Bank Interest(for Sr. Citizen only) Max. 50,000/-		_____
(xiii) Deduction u/s 80U (For Disability)		_____
<b>Total 12.B (i to xiii)</b>		_____
<b>13. Total Deductions 12(A+B)</b>		_____
<b>14. Total Taxable Income (11 - 13)</b>		_____
<b>15. Income Tax on Total Income</b>		_____
<b>16. Less: Deduction u/s 87A (upto 12,500 for Old Tax Slab/25,000 for New Tax Slab)</b>	(-)	_____
<b>17. Income Tax on Total Income (15 - 16)</b>		_____
<b>18. Surcharge</b>		_____
<b>19. Education Cess @4% of (Income Tax + Surcharge)</b>		_____
<b>20. Total Income Tax Payable (17 + 18 + 19)</b>		_____
<b>21. (a) (i) Income Tax paid upto current month</b>		_____
(ii) Surcharge paid upto current month		_____
(iii) Education Cess paid upto current month		_____
<b>(b) (i) Balance of Income Tax to be recovered</b>		_____
(ii) Balance of Surcharge to be recovered		_____
(iii) Balance of Education Cess to be recovered		_____
<b>(c) (i) Advance Tax Paid/Tax Deducted by others (outside Delhi University)</b>		_____
(ii) Surcharge paid by others (outside Delhi University)		_____
(iii) Education Cess Paid by others (outside Delhi University)		_____
<b>22. Tax Payable/Refundable (20 - 21)</b>		_____
<b>23. Whether opting for taxation under Section 115BAC? (write in the box <u>New Slab</u> if Yes/<u>Old Slab</u> if No)</b>		
<b>The option once filled cannot be changed during the financial year.</b>		

**UNDERTAKING**

I hereby undertake that in case I fail to comply with above noted information, any penalty of interest to be levied by the Income tax authority on you that shall be paid by me without demur in relation to the above noted information and default thereto.

Date.....

Sr. Asstt./Fin-I

S.O. Fin-I

**Head of the Department**  
(Rubber Stamp)

Signature..... Designation.....  
Name..... Deptt/Branch.....  
Phone..... Residential Address :.....

**Table of Income Tax Rate :-**

OLD SLAB			NEW SLAB		
Taxable Income	Women/Others	Senior Citizens	Taxable Income	Women/Others/Senior Citizens	
Upto 2,50,000	Nil	Nil	Up to 3,00,000	Nil	
2,50,001 to 3,00,000	5%	Nil	3,00,001 to 6,00,000	5%	
3,00,001 to 5,00,000	2,500+5%	5%	6,00,001 to 9,00,000	15,000+10%	
5,00,001 to 10,00,000	12,500+20%	10,000+20%	9,00,001 to 12,00,000	45,000+15%	
Above 10,00,000	1,12,500+30%	1,10,000+30%	12,00,001 to 15,00,000	90,000+20%	
			Above 15,00,000	1,50,000+30%	

Education Cess : 4% of Income Tax.

Surcharge on total taxable income :

Above 50 lakhs and below 1 crore	10 %
Above 1 crore and below 2 crores	15 %
Above 2 crores	25 %

Tax credit of 12,500 for Total Taxable income upto 5,00,000 (u/s 87A for Old Slab).

Tax credit of 25,000 for Total Taxable income upto 7,00,000 (u/s 87A for New Slab).

**Only the deduction of NPS contribution U/s 80CCD(2) can be availed in the New Slab option.**

**Important Note :**

1. Those who want to avail of the deductions in respect of NSC VIII series and accrued interest of on NSC (VI/VIII issue), LIC/CTD, PPF, PLI, ULIP and HBA Loan/Interest, they are required to attach photocopies of the document along with the Income Tax Proforma, otherwise no deduction whatsoever would be allowed.
2. Pan, name and address of the Landlord is mandatory for Rent receipt of 1,00,000/- and above for the financial year.
3. Pan, name and address of the Lender is mandatory to get the HBA Interest benefits during the current financial year.
4. In the case of HBA Interest, the certificate with regard to date of loan sanctioned by the bank be attached.
5. The age for senior citizens is 60 years applicable w.e.f. April'2012.
6. For Senior Citizen DOB should be 31.03.1964 or before for financial year 2023-24.
7. **In serial no 23 if option is not filled the tax will be calculated according to the New Slab.**

## FORM NO.12BB (See rule 26C)

## Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee:

2. Permanent Account Number of the employee:

3. Financial year : 2023-24

## Details of claims and evidence thereof

SNo.	Nature of claim	Amount in ₹	Evidence / particulars
(1)	(2)	(3)	(4)
1	<b>House Rent Allowance:</b> (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) PAN of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	<b>Deduction of interest on borrowing:</b> (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	<b>Deduction under Chapter VI-A</b> <b>(A) Section 80C,80CCC and 80CCD</b> (i) Subscription towards GPF/CPF (ii) NPS Subscription (Ltd. to 10% of Basic+GP+DA) 80CCD(1) (iii) Contribution by employee to pension scheme u/s 80CCC (Pension Plan only) (iv) Life Insurance Premium (LIC/JD/JA/DR) (v) Public Provident Fund (vi) Group Insurance Scheme (vii) Tuition Fee (limited to two children) (viii) NSC (VIII) Interest of NSC VI/VII Issue/NSS (ix) Mutual Fund (UTI) ULIP-7/PLI (x) Repayment of HBA (xi) Fixed deposits in Banks/Post Office for 5 years/Sukanya Samridhi Yojana <b>Total A (i to xi)</b>		
	<b>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</b> (i) NPS Subscription 80CCD(1B) (remaining amt. from 80CCD(1)/Own NPS Con (ii) 80CCD(2) University Contribution to NPS (Limited to 14% of Basic+GP+DA) (iii) Deduction u/s 80D (Medical Health Insurance e.g. HCC) (iv) Deduction u/s 80E (Interest paid on Higher Education Loan) (v) Deduction u/s 80G (Donations) as per the rules (vi) Deduction u/s 80TTA Exemption Savings Bank Interest Max.10,000/- (vii) Deduction u/s 80DD (Rehabilitation of Handicapped Dependent) (viii) Deduction u/s 80DDB (Medical Expenditure on Self or Dependent) (ix) Deduction u/s 80EEB (Interest paid on Loan to purchase an Electric Vehicle) (x) Deduction u/s 80GG as per rules (xi) Deduction u/s 80RRB/80QQB (Income on Royalty of a Patent/Books) (xii) 80TTB Exemption All Bank Interest(for Sr. Citizen only) Max. 50,000/- (xiii) Deduction u/s 80U (For Disability) <b>Total B(i to xiii)</b>		

## Verification

I, ....., son/daughter of ..... do hereby certify that the information given above is complete and correct.

Place.....

(Signature of the employee)

Full Name.....

Date.....

Designation :.....