

UNIVERSITY OF AGRICULTURAL SCIENCES
Comptroller's Office, GKVK, Bangalore-65

No. C/S-II/Income Tax/2011-12

7th October 2011

CIRCULAR No. 17

Sub: Submission of Income Tax Statement for the financial year 2011-12 - reg.

Under Section 192 of Income Tax Act, 1961, it is the duty of every person responsible for paying income, chargeable under the Head "Salaries" to deduct the tax at the rates appropriate to the estimate salary of the year, after allowing the permissible deduction. On account of this, the University employees shall submit the details of salary drawn / estimated salary required and other details for the rebate, to Comptroller's Office, GKVK, for computation of Income for the financial year and also for the deduction of income tax. Accordingly, all the concerned drawing / disbursing officers shall cause action for recovery of the "Income Tax on Salaries".

In this context, a format of statement of Income tax for the financial year 2011-12 is available in UAS website www.uasbangalore.edu.in of this office. The employees who are required to be furnished the return of income may download the statement and after filling up the necessary information, may forward the same to Comptroller's office, GKVK, before 15th October 2011.

Further, it is mandatory on the part of the deductee (person from whose income tax is deducted) to furnish the correct PAN and quote the same in his income tax statement along with a self attested copy of PAN Card. Providing 10 digit PAN number for the officials drawing a Basic Pay of Rs.7,000/- or a gross salary of Rs.15,000/- and above is mandatory. In case if the PAN is not submitted before 15th October 2011, salary for the month of December 2011 and onwards will be withheld until the official submits the PAN numbers.

A copy of this circular may be circulated among the staff members and also be displayed on the notice boards of the concerned office / station for information of the employees and submit the income tax statement.

Siddh - 1/10/11
Comptroller

Copy to:

1. All the Officers of the University
2. All the Drawing Officers of the University
3. All the Scheme / Project Heads of the University