



CIRCULAR

Sub: Deduction of TDS from Salary during the F.Y. 2024-25 (A.Y 2025-26): reg.

It is hereby informed to all regular Teaching and Non-Teaching Staff of Central University of Andhra Pradesh that "Declaration Form" (Annexure-I and Annexure-II) for the purpose of income tax calculation for the financial year 2024-25 (Assessment year 2025-26) is available on university website. All the concerned staff desirous of taking income tax rebate for the Financial Year 2024-25 are requested to submit the duly filled up declaration form along with all the relevant documents in support of savings/investments to the Account section latest by 28th October, 2024.

Further, all staff is requested to choose their option for calculation of income tax either "Old Tax Regime" or "New Tax Regime" as per their own choice whichever is more beneficial as per their savings/investment as per income tax rules. The tax liability shall be calculated on the basis of information submitted by the concerned staff and shall be deducted accordingly from the monthly salary.

This issues with the approval of the Hon'ble Vice-Chancellor, CUAP.

Sd/-

(VIJAY KANT)

Assistant Registrar (Accounts)

Copy to:

1. Executive Secretary to the Hon'ble Vice-Chancellor, CUAP.
2. Dean in-charge, CUAP.
3. COE in-charge, CUAP.
4. All the regular employees of CUAP for information and compliance.
5. Consultant IT, CUAP for information with a request to upload on university website.
6. File copy.



(VIJAY KANT)

Assistant Registrar (Accounts)

Form 12BB

Declaration form for the FY 2024-25 (A.Y. 2025-2026)

Name:

Designation:

PAN No:

Senior Citizen: Yes/No Department:

Tax Calculation (please tick one option) ☐ Old Tax Regime ☐ New Tax Regime

No	Sections	Particulars of Investments/Deductions	Total Amount
1	10 (13A)	Rent Paid (For HRA exemption, employees should provide self-attested copy of rent agreement and rent receipts for all months i.e. from April 2024 to March 2025). Enclose photocopy of PAN of Landlord where Rent per month is above Rs.8333/-	
2	24 (1) (b)	Interest on Housing Loan up to Rs.2,00,000/- (Rs.3,00,000/- for senior citizen)	Rs.
3	80C	Particular	Invest Amount Rs.
		PPF/GPF	Rs.
		LIC (Certify that the policy/policies is /are paid by self only)	Rs.
		Sukanya deposit	Rs.
		GIS/NSC	Rs.
		Tuition Fee (other than reimbursed by office)	Rs.
		NPS (other than deducted by office)	Rs.
		Post office time deposits	Rs.
		Repayment of principal amount of housing loan/HBA	Rs.
		Any other allowed investment if any, specify	Rs.
		Additional Deduction i/s. 80CCD(1B) (upto Rs.50000/-)	Rs.
		(Maximum limit up to Rs.2,00,0000/-)	
4	80D	1) Medical Insurance Premium, including premium for parents (Max.Limit Rs.25,000/-) If self or parents are senior citizen then max limit of Rs.50,000/- 2) Payment for Preventive Health Check-up (Max.Limit Rs.5,000/-) Note: (a) Maximum limit of (1) will be reduced to the extent claim in (2) has been availed. (b) Total of (1) and (2) not to exceed Rs.50,000.	Rs.
5	80DD	Maintenance/Treatment of Handicapped dependent or deposit for maintenance of Handicapped dependent who is person with disability (max Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% and above)	Rs.
6	80E	Interest on a loan taken for higher education max.8 years (no limit)	Rs.
7	80G	Donation should be made only to specified Fund (Prime Minister's Relief Fund, Chief Minister's Relief Fund or Lt. Governor's Relief Fund). Rebate for any other donation should be claimed directly.	Rs.
8	80GG	Rent paid in excess of 10% of total income for furnished/unfurnished residential accommodation (subject to maximum of Rs.5,000 p.m or 25% of total income, whichever is less)	Rs.
9	80U	Physical Disability (max.Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% or more) please attach certificate	Rs.

12. Any other income

- 1) Salary Income (other than CUAP, Anantapuramu) :
- 2) Income from House Property (if let out) :
- 3) Income from other sources (honorarium or Professional
Income from other Institutes) :
- Total Other Income** :

13. Tax Credit (please attach self-attested proof) :

(i.e. TDS made by bank/employer (other than CUAP))

DECLARATION

I hereby declare that the particulars given on pre-page/above are correct and complete in all respect. I may be allowed appropriate tax rebate while calculating my tax liability of Financial Year 2024-25 (Assessment Year 2025-26)

The self-attested documentary proof for claiming the benefits of various savings/investments already made or likely to be made, will be submitted by 31st January 2025, failing which the tax may be recovered from me by nullifying the savings/investments stated in declaration form.

I hereby state that the claim of deduction shown above is in my name and If it is in joint account then it is declared herewith that the other claimant will not claim it in his/her ITR.

In case of payment/contribution/investments, I will produce the original documents for verification, whenever it will be asked for.

Last date of submission of Declaration Form: 28th October, 2024

Note: Tax (tentative) will be deducted on the basis of above declaration up to January 2025. For February 2025 tax will be deducted as per applicable rates, if details of savings supported with self-attested documentary proof are not submitted by 31st January 2025.

Note: - New Tax Regime is the default tax regime as per Circular dated 05/04/2023 issued by Ministry of Finance, Deptt. Of Revenue, Govt of India. However, employee may also opt Old Tax Regime. Kindly choose one option, so that the tax can be computed and deducted accordingly. This option can be exercised only once in F.Y and cannot be changed within that financial Year. If no option is chosen, the Income tax will be calculated and deducted as per default tax regime i.e. New Tax Regime.

Signature of the Employee

Date:

Comparison of Old Tax Regime (Option -A) with New Tax Regime (Option -B)

S. No	Annual Taxable Income as per Old Tax Regime	Tax Rates under Old Tax Regime	Annual Taxable Income as per New Tax Regime	Tax Rates under New Tax Regime
1	Upto Rs.2,50,000	NIL	Upto Rs.3,00,000/-	NIL
2	From Rs.2,50,001 to 5,00,000	5%	From Rs.3,00,001 to 7,00,000	5%
3	From Rs.5,00,001 to 10,00,000	20%	From Rs.7,00,001 to 10,00,000	10%
4	Above Rs.10,00,000	30%	From Rs.10,00,001 to 12,00,000	15%
5			From Rs.12,00,001 to 15,00,000	20%
6			Above Rs. 15,00,000	30%
	Deductions Allowed: All the existing deductions under various sections are allowed, i.e u/s 10- Transport Allowance, H.R.A. Exemptions, retirement benefits, Leave Travel Concession, Standard Deduction of Rs.50,000/- , 80C, 80CCC, 80 CCD 1 (A) Chapter VIA deductions like 80CCD 1 (B) , 80 CCD (2), 80D, 80DD, 80GGA, 80E, 80EEA, 80G, 80TIA, 80TIB, 80U, 80 C.C.H. etc., and interest on self-occupied house up to 2 lakhs (u/s 24b) & rebate u/s .87A upto Rs.12500/- if income does not exceed five lakhs.		Deductions Allowed: No Deduction allowed except a few, i.e. Standard Deduction of Rs.75,000/- , Retirement benefits (u/s 10), Pension contribution for N.P.S. 80CCD (2) , & rebate u/s 87A Transport allowance (P.H.C.) (u/s.10) & 80CCH Reimbursement of L.T.C./Children's Education Allowance is taxable. No Exemption of H.R.A./ interest/Principal on housing loan etc.,	

Note:

1. A Surcharge of 10% is applicable on Income Tax if the taxable income exceeds 50 lakhs.
2. 4% Health & Education Cess is applied on Tax plus surcharge, in both options
3. This is not exhaustive document for all Income Tax Rules, all the concerned may please refer to the appropriate tax rules of the Income Tax Act for any clarifications.