



2018

ଓଡ଼ିଶା କୃଷି ଓ ବୈଜ୍ଞାନିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର, ଓଡ଼ିଶା

ORISSA UNIVERSITY OF AGRICULTURE & TECHNOLOGY,  
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ନିଃସଂଖ୍ୟା

**MOST URGENT**

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Accts/ Funds(IT)-03 /2018 - **1265** /UAT.,

dated. 25<sup>th</sup> January, 2018

From

Sj. Subhransu Mohan Das, OFS (SG)

Comptroller

To

The Registrar, OUAT, Bhubaneswar /

All Deans / Directors/ Associate Deans, OUAT

Sub : Deduction of Income Tax from '**Salaries**' under Section-192 of the Income Tax Act, 1961 during the financial year 2017-18.

Sir,

With reference to the subject cited above, I am to enclose herewith a copy of the Circular No.29/2017, dated. 05.12.2017 of the Government of India, Ministry of Finance, (Department of Revenue), Central Board of Direct Taxes, New Delhi, downloaded from the following website along with Letter No.1224/F, dated. 12.01.2018 of the Finance Department, Government of Odisha for your information and guidance.

**[www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)**

- (1) The contents of the said circular is self explanatory and the same may please be brought to the notice of the Teachers/ Scientists/ Officers/ Staff working under your control to facilitate correct and full deduction of Income Tax from the payment of "Salaries" / "Arrear salaries" and other sources relating to their profession during the financial year 2017-18.
- (2) Difficulty is being experienced by the DDO, OUAT for allowing deductions/ rebate/ relief etc. in case of some deductees who do not furnish details about their gross income, arrear salary drawn, deductions and deposits (rebate) etc. claimed by them during the financial year, for computation of income tax payable by them on their income. In this context, attention is drawn to **Page No. 45** of the aforesaid circular of CBDT, which is re-produced below for your reference.

*The Drawing and Disbursing Officers should satisfy themselves about the actual deposits / subscriptions/ payments made by the employees, by calling for such particulars/ information as they deem necessary before allowing the aforesaid deductions. In case, the DDO is not satisfied about the genuineness of the employee's claimed regarding any deposit/ subscription/ payment made by the employee, he should not allow the same, and the employee would be free to claim the deduction/ rebate on such amount by filing his return of income and furnishing the necessary proof etc., therewith, to the satisfaction of the Assessing Officer.*

- (3) The Teachers/ Scientists/ Officers/ Staff whose total income, including value of perquisite and excluding deduction under Section-10(13A)- (for HRA), Section-16(iii)- (for Professional Tax), Section-24(for interest on borrowed capital for purchase of construction of residential unit), and Section-80CCE (for deposit/ payment of LIC premium, provident fund, ULIP etc.) of the Income Tax Act-1961, for the current financial year, exceeds Rs.2,50,000/- (Normal) or Rs.3,00,000/- (For Senior Citizen), as the case may be, are required to furnish Income Tax Calculation Statement to the DDO, OUAT in the prescribed proforma (copy enclosed) for computation of Income Tax payable by them and deduction of the same from payment of their "Salaries" and "Arrear Salaries".
- (4) As per the mandate of the Government of India, Ministry of Finance, the deductees are required to furnish their valid PAN with their deductors (DDOs) in order to get credit of

TDS in their income tax assessment. Simultaneously, the deductors are required to obtain valid PAN of all deductees and quote the same in TDS return to be filed on quarterly basis. As required by the Government of India, all deductees may please be advised to quote their valid PAN in calculation statement to be furnished by them in the month of **January, 2018 and February, 2018**. Those deductees who have no PAN may please be advised to obtain their PAN from Income Tax Department by applying in Form No.49A (prescribed one by the I.T Deptt.) and furnish the same to the DDO, OUAT forthwith.

- (5) Section-206AA of the Income Tax Act, 1961(inserted by Finance Act No.2 of 2009 with effect from 01.04.2010) makes furnishing of PAN by the employees compulsory in case of payment liable to TDS (Tax Deduction at Source). If the deductee fails to furnish his/her PAN to the deductors, the deductors shall make TDS @ 20%. Accordingly, the deductees may please be informed regarding the provision of 206AA.
- (6) It may please be noted that the salary bills for the month of January, 2018 and February, 2018 of the deductees, who are liable to pay income tax during the current financial year, shall not be passed for payment, if the prescribed calculation statement are not furnished with the salary bills for the aforesaid months duly verified and signed by them.
- (7) The task of filing of quarterly statement of TDS and issue of Form-16 (TDS certificate) has been entrusted to M/s TECHNOVISTA SERVICES PVT. LTD., Bhubaneswar who will act as Service Provider to OUAT for the above purpose. Hence, all concerned especially the deductees (Tax payer) are required to be vigilant and very much careful for the following requirements while furnishing their computation of income tax statement in the prescribed proforma within the stipulated time.
  - a. To quote the valid PAN, Mobile Number and E-mail I.D.
  - b. To clearly indicate the normal salary received from the establishment served during the financial year 2017-18.
  - c. To clearly indicate the Arrear Salary received from the different establishment during the financial year 2017-18.
  - d. To indicate the Income Tax deducted from normal salary and arrear salary separately during the financial year 2017-18.
  - e. To enclose the supporting documents regarding availing of deductions and rebate etc. claimed for the financial year.
  - f. To provide residential address at the appropriate place of the prescribed proforma.

If the deductees (Tax payer) fail to comply the above requirement, there is every possibility of missing credit of TDS from the salaries/ arrear salaries and delay in issuance of Form-16. Failure to comply the above requirement, the University shall not be responsible for any missing credit of TDS and delay in issue of Form-16 to the deductees.

- (8) The deduction schedule (Income Tax) for the month of February, 2018 in respect of the deductees, duly verified and signed by the Bill Assistants of Accounts Section shall be sent to the Funds Section, OUAT **latest by 31.03.2018** in order to discharge the following statutory obligations cast on the DDO, OUAT (Accounts Officer).

To deposit the TDS (for the month of February, 2018) with the Central Government exchequer latest by stipulated date.

- (9) The copy of the Circular No.29/2017 dated. 05.12.2017 of CBDT along with the copy of the prescribed proforma for the financial year 2017-18 can be assessed through the OUAT Website : **www.ouat.nic.in**

Yours faithfully,

- Encl: (1) Copy of the Circular No.29/2017, dated. 05.12.2017.  
(2) Proforma for Income Tax Calculation Statement, 2017-18.

Sd/-  
**Comptroller**