

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI: COOCH BEHAR: WEST BENGAL
PIN – 736165
COMPTROLLERS' DEPARTMENT

From: Comptroller-in- Charge &
Assistant Auditor

(NOTICE)

Ref. No. UBKV/COMP/IT TDS/003/2025-26

Dt.15/10/2025

It is being notified that all concerned Teaching Staffs, Non-Teaching Staffs, Officers and Pensioners (including Family Pensioners) of the University are requested to submit their final tax planning proposals for the Assessment year 2026-27 (Previous Year 2025-26) with a view to assess TDS liability of the Income Tax on income from their salaries and other reported heads of income in connection with the Previous Year 2025-26.

In response with the previous relevant notices, Income Tax Savings Planning Proposal of each relevant assesses has already been assessed on the basis of submitted documents to the Comptroller's Department of the UBKV. It is to be noted that the concerned each assesses must assure that assesses PAN has been linked with his/her respective ADHAAR card no.

All concerned are again requested to mention the written choice on the scheme of options (New Regime/Old Regime), as proposed by the related Finance Bill of GOI., applicable for the FY 2025-26 It is very much essential for finalizing TDS Income Tax liability/ies of each concerned assesses in connection with the previous year 2025-26. **It is to be noted that as per Current Year Finance Bill of the GOI, such TDS assessment will be made under new regime by default, if choice on (New/Old) option is not given within 31st.July 2025.** TDS Liability on "Income from Salary" has been assessed on the basis of submitted documents up to 30th.Sep'2025. Thereafter, "Income from Salary" can only be considered for assessment of tax liabilities in this respect, if there is any material change/s, occurred & subsequently reported during the current financial year 2025-26.

It is needed to mention that enhanced TDS monthly deduction liabilities (over & above) of each assesses, on declared "Income from Salary" cannot be possible to assess without submitting duly authenticated (evidential) supporting documents. Any declaration in this regard cannot be considered on or after 15th.Nov'2025.

It is needed to mention that in case of exercising old tax regime option, all related self- attested evidential documents against any deduction claims [e.g., Sec10(10), Sec 24(b), Deduction under Chapter VI, Sec 16(i) to (iii) etc. of I. Tax Act 1961] will have to be positively submitted to the Comptroller's Department within 15th.Nov'2026.

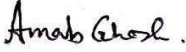
Your cordial cooperation in this regard is solicited.

Enclosure: Tax Savings Investment Proposal under OLD regime

Sd/-
In-Charge,
The Comptroller's Department, &
Assistant Auditor, UBKV

Copy to:

- i) Vice Chancellor Secretariat, Administrative Building, UBKV -Main Campus, Pundibari-736165
- ii) The Registrar, UBKV, Administrative Building, UBKV -Main Campus, Pundibari-736165
- iii) Dean of Agriculture Faculty/ Dean of Horticulture Faculty/Dean of Technology Faculty, UBKV -Main Campus, Pundibari-736165
- iv) Dean (PGS)/DSW/Deputy Registrar-Exam. UBKV -Main Campus, Pundibari-736165
- v) Director of Research & Development, UBKV, Seed Testing Laboratory Building, Pundibari-736165
- vi) Director of Extension Education, UBKV, ATIC Building, Pundibari-736165
- vii) Director of Farms, Central Farm Building, UBKV -Main Campus, Pundibari-736165
- viii) Associated Dean of COA, RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- ix) In- Charge, RRS-(TZ), UBKV -Main Campus, Pundibari-736165/ In- Charge, RRS-(HZ), RRS(HZ) Campus, Kalimpong, WB / In- Charge, RRS-(OAZ), UBKV-RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- x) In- Charge, RRSS (TZ), Kharibari, Darjeeling/ In- Charge, RRSS (HZ), Pedong, Kalimpong, WB/ In- Charge, RRSS (OAZ), Manikchawak, Malda, WB
- xi) University Engineer, Works Department, UBKV -Main Campus, Pundibari-736165
- xii) In- Charge, Central Library, UBKV -Main Campus, Pundibari-736165
- xiii) Website of UBKV for general publication to relevant stakeholders


In-Charge,
The Comptroller's Department,
& Assistant Auditor, UBKV

DECLARATION FOR INCOME TAX SAVINGS INVESTMENT PLANNING PROPOSAL AND OTHER RELATED INFORMATION FOR THE FINANCIAL YEAR 2025-26 IN CONNECTION WITH THE ASSESSMENT YEAR 2026-27

Employee Name*:, Designation* :

Age * (in Yrs):Sex:(Male/Female/Transgender/Retired/Senior Citizen): (M/F/T/R/SC/ST) (✓at right place)

PAN*:, ADHAAR NO*:

Linked with ADHAAR and PAN (YES/NO) *: (Y/N) (✓at right place) (Mandatorily complied)

Department: Contact/Mobile No*:

Communication Address: * (in block Letter)

E-mail Address: (in block Letter) *

In accordance with Finance Bill of CFY 2025-26, New Regime for computation of Income Tax deducted at source is by default option for the assessment year 2026-27. But option of Old regime is required to be declared by the assesses in written communication towards his/her employer (parent organization) e.g. UBKV.

Choose the option and tick the appropriate Income Tax Regime (NEW/OLD) for computation of Income Tax deducted at source liabilities for the financial year 2025-26: -

In case one opts for new regime, no need to fill up the data for proposed tax savings proposal as listed below: -

Proposal for tax savings investments for FY 2024-25 need to be filled up only for OLD regime option

Proposal of investments for the F.Y.2024-25 and other information:

1. Rent payable as tenantper annum.
(Attachment of any one-month original rent bill for the F.Y. 2024-25 and photocopy of PAN card are mandatory, if annual payable rent is more than one lakh attach attested photocopies of agreement between Landlord and Tenant too)

2.National Saving Certificate:, 3. Interest on National Saving Certificate:

4. House Building Loan (HBL)a) Principal..... b) Interest (as per Bank declaration):

5. Interest on Savings Bank Account(s)

6. Interest from any Other Sources (other than Sl. No. 3 & 5):

7. Income from Other source (except Sl. No. 3,5 and 6): (SL. No. 3,5,6 and 7 are optional)

8. L.I.C. Premium, 9. P.P.F, 10. P.L.I Premium:

11. ULIP Premium, 12. E.L.S.S.,

13. Tax Savings Term Deposit:

14. Tuition Fees, (allowable for Maximum Two Dependent Children)

15. L.I.C. Premium for Pension Fund:

16. Sukanya Samriddhi Yojana for Girl Child

17. Any Other Investment (Please Specify):

N.B. Maximum exemption limit/- for Sl. No. 2 to 17 including PF and GSLI except recovery of interest on H.B. Loan and Sl. No. 5 to 7 [u/s 80C,80CCC, 80CCD (1)]

18. National Pension Scheme (NPS):, (maximum eligible exemption limit 50,000/-) [U/S80CCD(1B)]

19. Premium for Medical Insurance: (a) Self, (b) Parents (U/S 80D)

- 20. Expenditure for Disable dependent..... (Attachment of disability certificate is mandatory. (U/S 80DD)
- 21. Expenditure for Special Ailment of Self/ Dependent (Attachment of disability certificate is mandatory) (U/S 80DDB)
- 22. Interest on repayment of Higher Education Loan (U/S 80E)
- 23. Donation (U/S 80G):
- 24. Deduction for self-disability:(Attachment of self-disability certificate is mandatory. (U/S 80U)
- 25. Additional Deduction on Interest of Housing Loan (U/S 80EE/80EEA): (Allowable as per IT Rules)

Declaration

I, the undersigned, declare that I am responsible to produce the relevant documentary evidences in support of my above stated income tax saving proposals in time, as and when it is asked for by my employer. If I fail to produce the relevant documentary evidences in support of my income tax savings proposals, and as a result any income tax liability is arisen, I shall have no objection to recovery of all such income tax liability along with interest by my employer from my monthly salary/pension at a time.

Full Signature:

Dated (dd/mm/yyyy)

LAST DATE OF SUBMISSION: 20.04.2025

Only, submitted proposal can be amended in one time during the Financial Year 2025-26 within 10th. May 2025 to 15th. July 2025 subject to restriction, as provided by the Income Tax Authority of India.