

Sambalpur University

Jyoti Vihar

Burla-768019

Website: www.suniv.ac.in (Accredited by "A" by NAAC)



ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
ଜ୍ୟୋତି ବିହାର
ବୁର୍ଲା - 768019

No. 166 /Accounts

Date. 13.01.2026

To

OFFICE ORDER

The Chairman, P.G Council/All Heads of the P.G Departments/Director, HRDC/ Director, CDOE/Programme Co-coordinator, Private Examination Cell/Librarian/All Officers/All Section Officers/ V. C's Unit/registrar Unit/Type Pool/University Guest House/University Health Centre/Principal L.R Law College Sambalpur/Head Master University High School, Jyoti Vihar/Principal, Jyoti Vihar Higher Secondary School, Jyoti Vihar.

Sub: - Income Tax Payable for The Financial Year 2025-26 And assessment Year 2026-27.

Sir/ Madam,

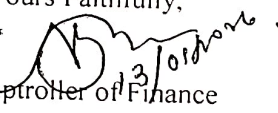
I would like to request you to inform the employee under your control whose annual salary including arrear exceeds Rs.5,00,000/- to furnish the required information in the prescribed proforma in duplicate for provisional assessment of Income Tax for **Financial Year 2025-26. The completed proforma must be submitted on or before 10 February 2026.** The prescribed proforma will be available on the University website (www.suniv.ac.in).

The concerned employees are also requested to enclose relevant copies of receipts/deposit proofs for which deductions or reliefs are claimed, along with a photocopy of their PAN card, while submitting the provisional Income Tax assessment.

Income Tax will be provisionally deducted from salary for the period March 2025 to February 2026 based on the assessment for the Financial Year 2025-26. Accordingly, the salary for the month of February 2026 will be released only upon submission of the duly filled declaration form by the respective employees.

Encl : Proforma enclosed

Yours Faithfully,


Comptroller of Finance

Memo. No. 167 /Accounts

Copy for information and necessary action to: -

Date. 13.01.2026

1. Bill Section/Pension Section for information. The ledger of pay particulars of the Assesse up to date. Total statement of salary paid to each assess and admissible deduction from March 2025-February 2026 certified by the Budget-cum-Accounts Officer be supplied to assess for submission of declaration form by 10th February 2026 towards assessment of Income Tax, failing which the office will calculate the quantum of IT for 2025-26 as per information available in the office.
2. Diary Section is requested, not to receive Income Tax Declaration Form from employees if Permanent Account Number (PAN) is not mentioned in the form.
3. Despatch Section is requested to intimate all departments/units and sections etc. through email.
4. The Director, E-Governance Nodal Centre with request to upload the format in the University Website.
5. Five (05) spare copies to Accounts Section.


Comptroller of Finance



SAMBALPUR UNIVERSITY
Declaration Form for the F.Y. 2025-26 (A.Y. 2026-27)
(Only for individuals and Contractual staff drawing Salary > Rs.3 lacs)

NAME & DESG.:

DEPT/SEC:

PAN:

(Attach a copy of PAN)

D.O.B.:

Tax calculation (please tick one option)

☐ Old Tax Regime

☐ New Tax Regime

		Particulars	Amount in Rs.
	Part A	Gross annual Salary {1. after deducting standard deduction of Rs.50000 for Old & Rs.75000 for New. & 2. Professional Tax deduction for only Old} (March 2025 to February 2026)	
		Particulars of Investments/Deduction	Amount in Rs.
1.	10(13A)	Rent Paid (For HRA exemption, employees should provide self-attested copy of rent agreement and rent receipts/Bank statement for all months i.e. from April 2025 to March 2026). 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)	
3.	80C	Particulars (attach proof of each)	Investment Amount in Rs.
		PPF/GPF	
		LIC (Certify that the policy/policies is/are paid by self only)	
		Sukanya deposit	
		GIS/NSC	
		Tuition Fee (other than reimbursed by office)	
		NPS (other than deducted by office)	
		Post office time deposits	
		Repayment of principal amount of housing loan/HBA	
		Any other allowed Investment if any, specify	
		Additional Deduction u/s. 80CCD(1B) (upto Rs.50,000/-) NPS	
		Total	
		(Maximum limit up to Rs. 2,00,000/-).	
4.	80D	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/-	
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). (Form 10IA be attached)	
6.	80E	Interest on a loan taken for higher education max. 8 years.(no limit).	
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.	
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)	
9.	80U	Physical Disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% or more) please attach certificate.	
10.	Part B	Total deductions	
11.	Part C	Net Salary (A-B)	

N.B: Deductions under item 1,2, 3, 4, 5, 6, 7, 8, and 9 are not applicable for New Tax Regime

12.	Part D	Any other income: 1) Salary Income (other Than PSeGS) : 2) Income from House Property (If let out) : 3) Income from other sources (Honorarium or Professional income from other Institutes) :		
13.	Part E	Part (C+D)	Total Taxable Income:	
14.	Part F	Refer Tax slab given below	Total tax due on (Part E):	
15.		Relief u/s 87/A		
16.		Health & Education Cess @4% on tax due		
17.		Less Relief U/S 89		
18.		Tax Payable		
19.	Part G	Total TDS Deducted till date:		
20.	Part H	Part (F-G)	Balance TDS Payable:	

Tax Slab for New	Tax rate
Upto Rs 4,00,000/-	Nil
From Rs 4,00,001/- to Rs 8,00,000/-	5%
From Rs 8,00,001/- to Rs 12,00,000/-	10%
From Rs 12,00,001/- to Rs 16,00,000/-	15%
From Rs 16,00,001/- to Rs 20,00,000/-	20%
From Rs 20,00,001/- to Rs 24,00,000/-	25%
From Rs 24,00,001/- and above	30%

Tax Slab for Old	Tax rate
Upto Rs 2,50,000/-	Nil
From Rs 2,50,001/- to Rs 3,00,000/-	5% (for individuals below 60)
From Rs 3,00,001/- to Rs 5,00,000/-	5% (for individuals below 60 and senior citizens below 80)
From Rs 5,00,001/- to Rs 10,00,000/-	20%
From Rs 10,00,001/- and above	30%

DECLARATION

I hereby declare that the particulars given on pre-page/above are correct and complete in all respects for the Financial Year 2025-26 (Assessment Year 2026-27). The self-attested documentary proof for claiming the benefits of various savings / investments already made or likely to be made, will be submitted by 10th Feb. 2026, 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 or dependent's 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 document for verification, whenever it will be asked for.

Date :

Signature of Employee

Checked

Section Officer
Accounts-I Section

Accounts Officer
Sambalpur University

Comptroller of Finance
Sambalpur University