



Most Urgent

## Odisha University of Agriculture and Technology

No.Accts/Pen-I(IT)-03/2018

2462

Date 19.02.2024

From,

Sri Shashanka Bhusan Mahapatra, OFS(SAG)  
Comptroller

To,

The Registrar, OUAT, Bhubaneswar/  
All Deans/All Directors, OUAT

**Sub:-** Deduction of Income Tax from '**Salaries**' under section-192 of Income Tax Act,1961 during the financial year 2023-24.

Madam/Sir,

With reference to the subject cited above, I am to enclose herewith a copy of the Explanatory Circular No.01/2024, F.No.370142/38/2023, dated 23.01.2024 of the Government of India, Ministry of Finance,(Department of Revenue), Central Board of Direct Taxes, New Delhi, downloaded from the website i.e [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) for your information and guidance.

As per the mandate of the Government of India, Ministry of Finance, the deductees are required to furnish their valid PAN or Aadhaar No. with their deductors(DDOs) in order to get credit of TDS in their income tax assesment. Simultaneously , the deductors are required to obtain valid PAN or Aadhaar No. of all deductees and quote the same in TDS return to be filled on quarterly basis. As required by the Government of India, all deductees may please be advised to quote their PAN or Aadhaar No. and his/her e-mail, in calculation statements to be furnished by them in the month of February,2024. Those dedctees who have no PAN or Aadhaar No. may please be advised to obtain their PAN from Income Tax Department by applying in Form No.49A(prescribed one by the IT Dppt.) and furnish the same to the DDO, OUAT forthwith.

The task of filing of quarterly statement of TDS and issue of Form-16 & Form-16A (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 payers)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.

- i. To quote the valid PAN or Aadhaar No., Mobile No. and e-mail ID(mandatory)
- ii. To clearly indicate the normal salary received from the establishment served during the FY-2023-24.
- iii. To clearly indicate the Arrear Salary received from the different establishment during the FY-2023-24.
- iv. To indicate the Income Tax deducted from normal salary and arrear salary separately during the FY-2023-24.



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**Most Urgent**

- v. To enclose the supporting documents regarding availing of deductions and rebate etc. claimed for the financial year.
- vi. To provide residential address at the appropriate place of the prescribed proforma.

If the deductees (tax payers) 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 of comply the above requirement, the University shall not be responsible for any missing credit of TDS and delay in issue of Form-16 & Form-16A to the deductees.

The deduction schedules(income tax) for the month of February'2024 in respect of the deductees, duly verified and signed by the Bill Assistants of Accounts Section shall be sent to the Income Tax Cell, OUAT(P) **latest by 20.03.2024** in order to discharge the following statutory obligations cast on the DDO, OUAT(Accounts Officer).

To deposit the TDS (for the month of February' 2024) with the Central Government Exchequer latest by stipulated date.

The copy of the Explanatory Circular No.01/2024 dated 23.01.2024 of CBDT along with the copy of the prescribed proforma for the financial year 2023-24 can be assessed through the OUAT website [www.ouat.nic.in](http://www.ouat.nic.in)

Yours faithfully

- Encl: 1. Copy of the Explanatory Circular No.01/2024 dated 23.01.2024  
 2. Proforma for Income Tax Calculation Statement 2023-24.  
 3. Proforma for Income Tax New Calculation Statement, 2023-24.(u/s115BAC)

COMPTRROLLER

Memo No...2463.../UAT Dtd. 19.02.2024

Copy along with copies of the prescribed proforma for FY 2023-24 forwarded to the Heads of the Department of constituent colleges of OUAT/ADR of RRTTs/Sr.Scientist and Head of KVKs of OUAT/Controller of Examination, OUAT/Chief Librarian, Central Library/Controlling Officer, OUAT Wellness Centre/OIC of all Schemes/Research Stations, OUAT for information and necessary action.

Encl:As above

COMPTRROLLER

Memo No...2464.../UAT Dtd. 19.02.2024

Copy along with copy of the enclosures forwarded to the Secretary to the Hon'ble Vice Chancellor, OUAT, Bhubaneswar for kind information of the Hon'ble Vice-Chancellor.

Encl:As above

COMPTRROLLER

Memo No...2465.../UAT Dtd 19.02.2024

Copy along with copy of the enclosures to all Asst.Registrars, OUAT for information and necessary action.

Encl:As above

COMPTRROLLER

Contd.....

Memo No- 2466 /UAT dt 19.02.2024 Most Urgent

Copy with copy of the enclosures to all Accounts Officers/Audit-cum-Inspection Officer, OUAT for information and necessary action. They are directed to look into the matter personally and ensure timely disposal of income tax related matters as stipulated above.  
Encl:As above

*S.P.M.*  
COMPTROLLER  
17/2/24

Memo No...2467.../UAT Dtd. 19-02. 2024

Copy with copy of the enclosures to the Section Officer(Teaching/Scheme)/Senior Assistants(Billing Assistants), Accounts Section, OUAT(P) for information and necessary action. They are directed to check the income tax calculation statements thoroughly, submitted by the deductees as per the Guidelines contained in the Explanatory Circular No.01/2024 dated 23.01.2024 of the CBDT and effect correct and full deduction of Income Tax from the payment of salaries and arrear salaries during the current financial year **i.e. 2023-24**. The pay/salary bills not accompanied with prescribed income tax calculation statements of the deductees for the month of January'2024 and February'2024 shall be withheld and these cases shall be brought to the notice of the Comptroller, OUAT immediately for needful action in the matter.

Further, they are directed to go through the Explanatory Circular No.01/2024 dated 23.01.2024 between the line and exercise utmost care for correct and full deduction of Income Tax and for timely submission of required documents, as stipulated above, to the Income Tax Cell, OUAT(P) latest by **20.03.2024** in order to enable them to execute the mandate of Income Tax Department properly, failing which necessary action as deemed proper will be initiated against the Billing Assistant in default for the lapses, if any, reported by the Income Tax Department.  
Encl:As above

*S.P.M.*  
COMPTROLLER  
17/2/24

Memo No...2468.../UAT Dtd. 19.02.2024

Copy with copy of the enclosures to the Auditors, Audit Branch, OUAT for information and necessary action. They are directed to check the calculation of Income Tax computed by the deductees and the Billing Assistants of the Accounts Section of OUAT in terms of the Explanatory Circular No.01/2024 dated 23.01.2024 of the CBDT as and when required.  
Encl:As above

*S.P.M.*  
COMPTROLLER  
17/2/24

Memo No...2469.../UAT Dtd. 19.02.2024

Copy with copy of the enclosures to the Director, PME, OUAT for information with a request to upload the same in OUAT website: [www.ouat.ac.in](http://www.ouat.ac.in) for wide circulation.  
Encl:As above

*S.P.M.*  
COMPTROLLER  
17/2/24

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**PROFORMA**

*Odisha University of Agriculture and Technology, Bhubaneswar*

Income Tax calculation statement (Tentative / Final ) in respect of

Sri/Ms/ Smt./ Dr.(Name in Full) : 0

Designation & Office address : 0

For the financial year : **2023-24** Residential Address:

Mobile

E-Mail ID

Valid PAN : (Mandatory)

**PARTICULARS**

Aadhaar Number

<b>1</b>	Salary (Pay+DA+IR+SP+DP/GP/AGP)		Rs.
<b>2</b>	(a) Arrear, if any		Rs.
	(b) Allowances, if any (Except HRA)		Rs.
	(c) Employer Contribution towards NPS- U/S 80CCD		Rs.
<b>3</b>	Value of perquisite (U/s 17 & Rule 3)		Rs.
	Perquisite in respect of .....		
<b>4</b>	<b>Total of {Sl.No.1,2(a,b&amp;c)+3}</b>		<b>Rs.</b>
<b>5</b>	Income from any other sources		Rs.
<b>6</b>	H.R.A. received from the employer		Rs.
<b>7</b>	House rent paid to the house owner (Name, Address and PAN of Landlord is mandatory, (Where the aggregate rent paid during the financial year exceeds one lakh Rs, the employee is required to furnish these details in Form 12BB)		Rs.
<b>8</b>	Repayment of house building loan		Rs.
	Interest                      Rs.	0	
	Principal                      Rs.	0	
<b>9</b>	Annual value (income from House property)		Rs.
<b>10</b>	Deductions to be made under Chapter VIA of income Tax Act,1961		
<b>A.</b>	<b>Under Section 80 CCE</b> (Aggregate amount of deduction U/s 80C, 80CCC, 80 CCD(1) shall not exceed Rs.1,50,000/- & an additional deduction U/s 80CCD(1B) upto max.Rs.50,000/-		
	<b>(a) U/S 80 C</b>		
	i. Contribution to GPF (Acct. No.)		Rs.
	ii. Insurance premium		Rs.
	iii. Subscription to security of Central Govt. or any such scheme		Rs.
	iv. ULIP, 1971 of the UTI/ULIP of LIC Mutual Fund		Rs.
	v. Any subscription made to any units of Mutual fund		Rs.
	vi. PPF		Rs.
	vii. Repayment of housing building loan (principals,stamp duty & regd. )		Rs.
	viii. Tuition fee (full time education of any two children of the employee)		Rs.
	ix. Subscription to equity shares or debentures forming part of any eligible issues of capital		Rs.
	x. Subscription to notified tax saving Bonds		Rs.
	xi. Investment as a term deposit for a fixed period of not less than five years with a scheduled bank		Rs.
	xii. NSC (VIII & IX issue)		Rs.
	xiii. Investment as Five Year Time Deposit in an account under the post office time deposit Rule, 1981		Rs.
	xiv Others, if any (Please specify)		Rs.
	<b>(b) U/S 80 CCC</b> (Annuity plan of LIC or other Insurer Maximum Rs.1,50,000/-		Rs.
	<b>(c) U/S 80 CCD(1)</b> (Employees subscription to New Pension Scheme (The deduction shall not exceed an amount equal to 10% of pay+DA)		Rs.
	<b>(d) U/S 80 CCD(1B)</b> ( Previous year deduction in respect of NPS (Employee's share) upto max. Rs.50,000) . (The deduction of Rs.50,000 is allowed whether or not any deduction is allowed under Sub-Sec-1 However, the same amount cannot be claimed both under Sub-Sec-1 & sub-section-1(B) of section 80 CCD)		Rs.
	<b>Total 10A[a(i to xiv)+b+c+d]</b>		Rs. <input style="width: 50px;" type="text"/>
<b>B</b>	<b>Under Section 80 CCG</b> (Rajiv Gandhi Equity Saving Schemes, 2013-14 The amount of deduction is at 50% of the amount invested subject to max. Rs.25,000/- (Gross income of the employee does not exceed Rs.12.00 lakh)		Rs.
<b>C</b>	<b>Under Section 80D</b> Payment of Medical Insurance premium Max.of Rs.50,000/-, 75,000/- & 1,00,000/- under Case No.1,2 & 3 respectively as per Circular No.1/2019, dt.01.01.2019 of CBDT under clause-5.5.5 (at page No.36)		Rs.
<b>D</b>	<b>Under Section 80DD</b> (Expenditure on Medical Treatment of dependant with disability- Restricted to Rs.75,000/- ( in case of normal disability) and Rs.1,25,000/- (incase of severe disability). Certificate to be obtained from Medical Board consisting of at least three (3) members		Rs.

- E **Under Section 80 DDB** (Amount paid for medical treatment of self or dependant {specified diseases as per rules 11DD(1)} {Max. Rs.40,000 in normal case & Rs.1,00,000/- in case of Senior Citizen } under clause-5.5.7 (at page No.39) Rs.
- F **Under Section 80E** (Repayment of interest on loan taken for higher education of assessee himself or his spouse or his children or the student for whom he is the legal guardian Rs.
- G. **Under Section 80EEA** (Max. deduction Rs.1,50,000/-) Rs.  
Deduction in respect of interest on loan taken for house property (1.4.19 to 31.03.20)
- H. **Under Section 80 EEB** (Max. Rs.1,50,000/-) (Deduction in respect of interest Rs.  
payable on loan for purchase of an Electric Vehicle during the period from 01.04.19 to 31.03.23)
- I. **Under Section 80G** (Donation to certain funds for charitable purpose) Rs.  
(Upto Rs.2,000/- unless the amount is paid by any mode other than cash)
- J **Under Section 80 GG** (House rent paid by the assessee for his own residence) Rs.
- K **Under Section 80 GGA** (Certain donation for scientific research or rural development) Rs.  
(Upto max. Rs.10,000/- paid in cash)
- L **Under Section 80 TTA** (Deduction in respect of interest on deposit in Rs.  
Savings Bank Account (Max.10,000)
- M **Under Section 80 TTB** (Deduction upto Rs.50,000/- in respect of interest Rs.  
income from deposits held by Senior Citizen from Gross total income
- N **Under Section 80U** (In case of an assessee with disability-maximum Rs.75,000/- Rs.  
( in normal disability) and Rs.1,25,000/- (in case of severe disability)  
Certificate to be obtained from Medical Authority
- O **Under any other section ( please specify )**
- P Claim of deduction of interest on borrowed capital for house property Rs. 0  
under Section 24(b) (Upto max. Rs. 2.0 lakh w.e.f. AY 2015-16)

**COMPUTATION OF TOTAL INCOME AND TAX PAYABLE THEREON**

- 1 Gross salary (At Sl. No.4 above) Rs.
- 2 HRA received from the employer Rs.
- 3 Total (Sl.No. 1 plus Sl.No.2) Rs.
- 4 Less: House rent allowance exempt U/S 10 (13A)-least of Rs.  
(a) Actual amount of HRA received from the employer Rs.  
(b) Actual expenditure incurred in payment of rent in excess of .....  
10% of salary  
Rs. 0.00 (-) Rs. 0.00 Rs.  
(c) 40% of salary Rs.
- 5 Balance (Sl.No.3 minus Sl.No.4) Rs.
- 6 a) Deduction: U/S 16(iii)-(Professional Tax) Rs.  
b) Deduction: U/S 80 CCD(2) { Employer's contribution towards NPS} Rs.
- 7 Balance (SL.No.5 minus Sl.No.6) Rs.
- 8 Add/Less: Income/loss from house property as per Rs.  
form No.12C(+)(-) Interest on borrowed capital
- 9 Add: any other income reported by the employee Rs.
- 10 Standard Deduction under Section 16 (ia) - Rs.50000 Rs.
- 11 Gross total income (Sl.No.7+Sl.No.8+Sl.No.9-SL.No.10) Rs.
- 12 Deductions under Chapter VIA of the Act

- | (i) Under Section  | Deductible amount        |
|--|--------------------------|
| (a) 80CCG  | Rs.                      |
| (b) 80D  | Rs.                      |
| (c) 80DD   | Rs.                      |
| (d) 80DDB  | Rs.                      |
| (e) 80E  | Rs.                      |
| (f) 80 EEA   | Rs.                      |
| (g) 80 EEB   | Rs.                      |
| (h) 80G  | Rs.                      |
| (i) 80GG   | Rs.                      |
| (j) 80GGA  | Rs.                      |
| (k) 80TTA  | Rs.                      |
| (l) 80TTB  | Rs.                      |
| (m) 80U  | Rs.                      |
| (n) Others   | Rs.                      |
| (o) Section 24(b)  | Rs.                      |
| Total (a to l)   | Rs. <input type="text"/> |
| (ii) Under Section 80CCE   |                          |
| (a) 80C  | Rs.                      |
| (b) 80CCC (Restricted to Rs.1,50,000/-)  | Rs.                      |
| (c) 80CCD(1)   | Rs.                      |
| (d) 80CCD(1B) (Restricted to Rs.50,000/-)*                                     | Rs.                      |
| *(This amount can not be claimed both under Sub-Sec-1 and 1B of Section-80CCD) |                          |
| Total (a to d)   | Rs. <input type="text"/> |

- 13 Total deduction under Chapter VIA (SL.No.12(i) plus 12(ii) ) Rs.
- 14 Total income / Taxable income Rs.  
(Sl.No.11 minus Sl.No.13) should be round off to the next nearest multiple ten rupees) or say Rs.
- 15 a. Tax payable (on the amount as at Sl.No.14) Rs.

**Rates of income tax :****(A) Normal rates of tax: (Below 60 years of age)**

- |   |  |
|---|--|
| (i) Where the total income does not exceed Rs.2,50,000/-                              | :- Nil   |
| (ii) Where the total income exceeds Rs.2,50,000/- but does not exceed Rs.5,00,000/-   | :- 5 percent of the amount by which the total income exceeds Rs.2,50,000/-                   |
| (iii) Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- | :- Rs.12,500/- plus 20 percent of the amount by which the total income exceeds Rs.5,00,000/- |
| (iv) Where the total income exceeds Rs.10,00,000/-                                    | :- Rs.1,12,500/- plus 30 percent of the amount by which the total income exceeds Rs.10 lakh  |

**(B) In case of every individual, being a senior citizen (60 years or more )**

- |   |   |
|---|---|
| (i) Where the total income does not exceed Rs.3,00,000/-                              | :- Nil  |
| (ii) Where the total income exceeds Rs.3,00,000/- but does not exceed Rs.5,00,000/-   | :- 5 percent of the amount by which the total income exceeds Rs.3,00,000/-                    |
| (iii) Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- | :- Rs. 10,000/- plus 20 percent of the amount by which the total income exceeds Rs.5,00,000/- |
| (iv) Where the total income exceeds Rs.10,00,000/-                                    | :- Rs.1,10,000/- plus 30 percent of amount by which total income exceeds Rs.10,00,000/-       |

**b. Tax surcharge**

(Tax surcharge @ 10%, 15%, 25%, 37% (Income more than 50 lakhs/ one crore/ Two Crore/ Five Crore, respectively)

Rs.

**16 Less: Rebate under Section 87A**

(The amount of rebate is 100% of income tax payable on total income or taxable income or Rs.12,500/- whichever is less, if total income/ taxable income remain at Rs.5,00,000/- or less)

Rs. **17 Balance tax payable (SI.No.15 minus SI.No.16)**

Rs.

**18 Add: Health and Education Cess (@4% of the amount as at SI.No.17)**

Rs.

**19 Total tax payable (Tax plus Health and Education Cess) (SI.No.17 + SI.No.18)**

Rs.

**20 Less: Relief U/S 89(1)- When salary paid in arrear or advance**

Rs.

**21 Tax payable after deduction of relief U/S 89(1) (SL.No.19 minus 20)**

Rs.

**22 Tax already deducted from March,2023 to December, 2023**Rs. **23 Tax payable/Refundable (SI.No. 21 minus 22)**

Rs.

**24 Tax deducted in January, 2024**

Rs.

**25 Tax to be deducted in February, 2024**

Rs.

Date :

Signature of the employee with date

**FOR USE IN COMPTROLLER'S OFFICE**

Computation of Income Tax made as per Guidelines contained in the Circular No.01/2024, dated. 23.01.2024 of Government of India, Ministry of Finance, Deptt. of Revenue, Central Board of Direct Taxes, New Delhi and correct and full deduction of tax effected from the Salaries/Arrear salaries paid during the Financial Year 2023-2024.

Signature of Dealing Assistant  
Accounts Section, OUAT (Proper)  
(with date)

Signature of the Section Officer  
Accounts Section, OUAT (Proper)  
(with date)

Manoj\*

**MONTHLY SALARY / ARREAR CALCULATION FOR THE YEAR 2023-24 OF**

Name : \_\_\_\_\_ Designation \_\_\_\_\_

All 0 a

GPF (GPF/NPSCOM)

#NUM: Old / New

Month	Pay	A.G.P/ G.P	Total	D.A.	GC/ OA/ SP	M.A.	Total	H.R.A.	RECEIPT		DEDUCTION				
									NPS Employer Contribution	G.P.F GPF (Sub)	DA to GPF	N.P.S. Employees Subscription	L.I.C	Income Tax	Prof. Tax
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Mar-23															
Apr-23															
May-23															
Jun-23															
Jul-23															
Aug-23															
Sep-23															
Oct-23															
Nov-23															
Dec-23															
Jan-24															
Feb-24															
<b>TOTAL</b>															
<b>Arrears</b>															
42% D.A.															
46% D.A.															
<b>TOTAL ARREAR</b>															
<b>GRAND TOTAL</b>															

Manoj\*

Signature of the employee with date

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**PROFORMA**

Odisha University of Agriculture and Technology, Bhubaneswar

Income Tax calculation statement as per New Taxation Rule Under Section-115BAC of Income Tax Act-1961 (New Regime) for the financial year 2023-24 (Tentative/Final ) in respect of

Sri/ Ms/ Smt./ Dr. (Name in Full) : 0  
 Designation & Office address : 0  
 For the financial year : 2023-24 Residential Address: 0  
 Mobile 0 E-Mail ID 0 Valid PAN : (Mandatory) 0  
 Aadhaar Number 0

**PARTICULARS**

1	Salary (Pay+DA+IR+SP+DP/GP/AGP)	Rs.	
2	(a) Arrear, if any	Rs.	
	(b) Allowances, if any	Rs.	
	(c) Employer Contribution towards NPS- U/S 80CCD	Rs.	
3	Value of perquisite (U/s 17 & Rule 3)	Rs.	
	Perquisite in respect of .....		
4	Income from any other sources	Rs.	
5	Total of Sl.No.1,2(a,b,&c)+3 and 4	Rs.	
	Standard Deduction under Section 16 (ia)	Rs.	Rs. -50000
6	Gross annual Income	Rs.	
7	Deduction: U/S 80 CCD(2) { Employer's contribution towards NPS}	Rs.	
8	Net Total Income / Taxable Income (Sl.No. 6 minus 7)	Rs.	
9	Tax payable on the amount as at Sl.No.8	Rs.	
	Tax surcharge (@ 10%, 15%, 25%, 37% (Income more than 50 lakhs/ one crore/ Two Crore/ Five Crore, respectively)	Rs.	
	<b>Less: Rebate under Section</b>	Rs.	
	(The amount of rebate is 100% of income tax payable on total income or taxable income or Rs.25,000/- whichever is less, if total income/ taxable income remain at Rs.7,00,000/- or less)		
10	Total tax + surcharge	Rs.	
11	Add: Health and Education Cess (@4% of the amount as at Sl.No.9)	Rs.	
12	Total tax payable (Tax plus Health and Education Cess) (Sl.No.10 + Sl.No.11)	Rs.	
13	Tax already deducted from March,2023 to December, 2023	Rs.	
14	Tax payable/Refundable (Sl.No. 12 minus 13)	Rs.	
15	Tax deducted in January, 2024	Rs.	
16	Tax to be deducted in February, 2024	Rs.	

Signature of the employee with date

Date :

**FOR USE IN COMPTROLLER'S OFFICE**

Computation of Income Tax made as per Guidelines contained in the Circular No.01/2024, dated. 23.01.2024 of Government of India, Ministry of Finance, Deptt. of Revenue, Central Board of Direct Taxes, New Delhi and correct and full deduction of tax effected from the Salaries/Arrear salaries paid during the Financial Year 2023-2024.

Signature of Dealing Assistant  
 Accounts Section, OUAT (Proper)  
 (with date)

Signature of the Section Officer  
 Accounts Section, OUAT (Proper)  
 (with date)

Sl. No.	Total Income	Rate of Tax
1	Upto Rs.3,00,000	Nil
2	From Rs.3,00,001 to Rs.6,00,000	5 per cent
3	From Rs.6,00,001 to Rs.9,00,000	10 per cent
4	From Rs.9,00,001 to Rs.12,00,000	15 per cent
5	From Rs.12,00,001 to Rs.15,00,000	20 per cent
6	From Rs.15,00,001 & above	30 per cent

	Progressive total
0	0
15000	15000
30000	45000
45000	90000
60000	150000