



பாரதியார் பல்கலைக்கழகம்
BHARATHIAR UNIVERSITY
COIMBATORE – 641 046, TAMILNADU, INDIA

| State University | Accredited With A++ Grade - 3.63 CGPA by NAAC | 15th Rank among Indian Universities by MoE-NIRF |

From
The Registrar
Bharathiar University,
Coimbatore – 641 046

To
All Heads of Department,
All Academic / Administrative Staff Members,
Bharathiar University,
Coimbatore – 641 046

F.O. /A5/ I.T-Worksheet-1/ 2025-2026 Date: 20-11-2025

Sir / Madam,

Sub: Submission of Income Tax Worksheet – Financial Year 2025–2026 – Reg.

It is informed that, as per statutory requirements, Income Tax for the **Financial Year 2025–2026** will be deducted at source from the monthly salary of the staff from **March 2025** onwards. All staff members are required to submit the **Income Tax Worksheet** as per the criteria given below:

- **Old Tax Regime:** Staff drawing a **gross monthly income of Rs. 42,000/- or above** must submit the Income Tax Worksheet.
- **New Tax Regime:** Staff drawing a **gross monthly income of Rs. 1,00,000/- or above** must submit the Income Tax Worksheet.

“Faculty and staff opting for the New Tax Regime must submit the worksheet along with a requisition letter expressing their option, and no supporting documents are required.”.

| Sl.No | Section(s) of Income Tax | Deductions Allowed Under the Old Tax Regime |
|-------|--------------------------|--|
| 01 | 80C | Maximum Deduction: Rs. 1,50,000/- (LIC, Housing Loan Principal, Fixed Deposit, Shares, Tuition Fee for maximum two children, etc.) |
| 02 | 80U | Handicapped Allowance |
| 03 | 80D | Medical Insurance Premium you can claim maximum deduction of Rs.25,000/- |
| 04 | 80E | Interest on Higher Studies Education Loan |
| 05 | 10 (13A)& Rule 2A | House Rent Allowance |
| 06 | Housing Loan | Certificate from the bank for payment of interest |

Important Instructions :

- a) All supporting documents must be submitted in **original** along with the Income Tax Worksheet.
- b) **Last date for submission: 10th December 2025.**
- c) The worksheet form can be downloaded from Bharathiar University Online Login Portal:
<https://fms.b-u.ac.in/employee-login>
- d) Alternatively: Bharathiar University Website → Online Payment → University Employee Login
(User ID: **Employee Number**; Password: **PAN Number**)
- e) **Salary for the month of February 2026 will be disbursed only after receipt of the duly filled-in Income Tax Worksheet with relevant enclosures.**
- f) **Form 16** will be issued only to staff members who submit the Income Tax Worksheet.

All Heads of Departments / Sections are requested to circulate this information among the staff members.

R.P. 24/11/25
REGISTRAR

Copy to: 1. P.S to the Vice –Chancellor Committee Members

2. P.A to the Registrar

3. The Co-Ordinator, Data Centre BU (with a request to upload the Circular in BU Website)

4. The Director, P.C. Extension Centre, Perundurai, Erode

H/S