



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

| State University | Accredited With A++ Grade - 3.63 CGPA by NAAC | 21st Rank among Indian Universities by MoE-NIRF |

F.O. /A5/ I.T-Worksheet-1/ 2024-2025 Date: 22-08-2024

From
The Registrar
Bharathiar University,
Coimbatore – 641 046

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

Sir / Madam,

Sub: Submission of Income Tax Work Sheet – Financial Year 2024-2025 – Reg.

It is informed that, as statutory, the Income Tax for the Financial Year 2024-2025 is deducted at source from the monthly salary of the staff from **April 2024 onwards**. It is compulsion on the staff to submit the Income Tax worksheet if he/she draw **Gross Income of Rs.42,000/-p.m (or) more**.

If opted for NEW TAX REGIM requested to send a letter to the Finance Officer.

As per the Income Tax Act, the individuals are allowed to claim deduction u/s viz.

Sl.No	Section(s) of Income Tax	Particulars
01	80C	Maximum Deduction 1,50,000/- LIC Housing Loan Principal , Fixed Deposit, Shares, Tuition Fee for maximum two children is eligible for deduction u/s 80C
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 on Payment of Interest Certificate
07	Honorarium	Self Explanatory – To be mentioned in the worksheet
08	Remuneration	Self Explanatory – To be mentioned in the worksheet
09	Any other Income	Not included in any of the above - To be mentioned in the worksheet

- All the supportive documents are to be appended in **ORIGINAL along with** the IT Work Sheet
- The last date for submission of Income Tax Work Sheet is 11th December 2024.**
- Tentative Work Sheet form can be downloaded from Bharathiar University **Online login Link <https://fms.b-u.ac.in/employee-login> (or) Bharathiar University website –Online payment- University Employee Login (User ID : Employee No. Pass Word: PAN NUMBER)**
- The salary for the month of February 2025 will be paid only after the receipt of duly filled-in Income Tax Worksheet with relevant enclosures
- Form 16 will be issued to the staff who have submitted the IT worksheet

This may be circulated among the staff members working in your Department / Section.



[Handwritten Signature]
Registrar i/c

- 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.G Extension Centre. Perundurai. Erode