

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
(Finance Wing)



No: Payroll A/IT/2019-20

Dated: 04/01/2020

C I R C U L A R

Sub: Final Income Tax statement for the Financial Year 2019-20 (Assessment Year 2020-21) under Section 192 of the IT Act, 1961, and related matters – reg.

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- (1) As we are approaching the end of the financial year, it is necessary that the income tax liabilities are finalized expeditiously in order to ensure that the balance tax liability is got FULLY deducted from the salary of the remaining three months (Dec '19, Jan '20 & Feb' 20).
- (2) To facilitate this effort, the Payroll section has prepared a tax liability statement for all officers for 2019-20 which is attached to this circular. All officers are requested to verify the statement, make necessary corrections, if needed, therein **manually** and return it to the Payroll section **along with proof for direct savings on or before 18-01-2020**. Salary processing of officers who fail to submit the verified statement by then will be delayed up to **15th of the succeeding month**.
- (3) Following points may be noted in this regard:-
 - (i) The statement shows the actual figures of earnings and eligible deductions up to November 2019. Figures for Dec '19, Jan '20 and Feb '20 are estimated.
 - (ii) Figures of '**Direct savings**' (outside the payroll system) shown in this statement - like HBA interest, Children's Education expenses, Mediclaim policy etc. are those of the previous financial year (18-19), which were provisionally adopted for assessing the tax liability for this year. These figures **are now to be updated with the current year actual figures**.
 - (iii) Corrections may be effected in the statement **ONLY** up to Sl. no. 6 and against Sl no.11. For all corrections effected in the figures of 'Direct savings' and Sl. no. 11 (Relief by spreading) the **supporting working details & proof (self attested) may necessarily be furnished**.
 - (iv) The proof which cannot be submitted now should be submitted positively before **07-02-2020**.
 - (v) **All employees should furnish details of savings (both direct and salary deduction) in form no. 12BB and submit the same along with the verified IT statement.**

(4) The following instructions are issued for kind compliance:-

(i) All items of income other than those paid through the payroll section like Examination/CAT/CSIR remuneration will be collected from the concerned and included by this office.

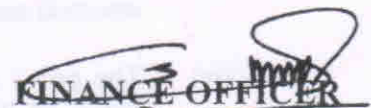
(ii) Those who are availing the benefit of **housing loan** the following points may be noted:

- The interest on HBA is admissible for deduction **ONLY AFTER** actual completion of the house construction and submission of House Completion Certificate from the appropriate authority. Those who have already submitted the certificate need not submit the same again.
- The interest accrued on the loan **before** completion of the house construction can be claimed as deduction only to the extent of 20% of the amount in the financial year in which the construction/acquisition is completed and the balance 80% in 4 equal installments in the succeeding financial years.
- **Employees who claim the benefit of housing loan for income tax computation which they have taken jointly with their spouse, should submit a certificate from the employer of the spouse regarding the non-claiming of housing loan for IT exemption by the spouse.**

(iii) Those who intend to *surrender Earned Leave* during the current financial year are requested to forward their applications during *January 2020* itself and this amount may also be reflected in the statement.

(iv) All officers are requested to *verify* each column of the statement *with their payslips* and confirm correctness before forwarding the certified corrected statement.

(5) In conclusion, all officers are requested to extend their cooperation & support and submit the verified/corrected statement at the earliest rather than waiting till the last moment so as to minimize the workload and confusion at the fag end of the year.


FINANCE OFFICER

To

All officers