

Maulana Azad National Urdu University
Finance & Accounts Section

MANUU/F&A - S & PC/Income Tax - TDS/ 2025-26

13th August 2025

CIRCULAR

Subject: Deduction of TDS from salaries during the F.Y. 2025 - 26 (A.Y. 2026-27)

All the Faculty, Officers, Staff and Pensioners of the University are requested to furnish particulars of their income, eligible savings, etc. in the enclosed Proforma to enable the Salary Section to recover the income tax liability for the remaining months of the Financial Year 2025-26. All are requested to submit the duly filled in and signed Declaration Form as per the Annexure-II along with the proof of documents for claiming exemptions to Salary Section, MANUU. Further Annexure-III and Annexure-IV forms are wherever applicable, duly filled needs to be attached.

Physical printed declaration Form 12 BB duly filled and signed has to be submitted to the **Salary Section, F&A, MANUU** on or before **26th Sept 2025**. Please ensure that your physical declaration forms are submitted to the Salary Section before the Due Date. Failing which, based on records available in the Salary Section, Income Tax would be deducted from Salaries, without any further notice.

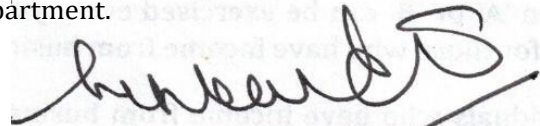
F & A Section of MANUU is not responsible for incomplete / unfilled Self declaration **Form 12 BB**.

One has to **opt** either Old Tax Regime (**Option-A**), where exemptions (Standard Deductions, Home Loans, LICs Etc) are allowed to claim **OR** New Tax Regime (**Option-B**), where the rates are lower, but there are no exemptions except standard deduction of **75,000 (in New Tax Regime)**. **Those who do not submit the Assessment Form or who do not opt any Tax Regime will be processed as New Tax Regime by default.** The details about these two tax regimes have been explained in the Annexure - I to the Circular, which may not be exhaustive, but efforts are made to give an understanding in opting out either of these two options. For more information on Tax Slabs / TDS / IT Options, please visit the income tax official website www.incometaxindia.gov.in.

If a person concerned is failed to submit Declaration form within the due date OR though submitted but not opted for any option, then the university would consider option "B" as default option to calculate the income tax and University will not be held responsible for any excess/deficient deduction of TDS.

Further, it is informed that all the tax amount deducted at source has to be deposited to Income Tax department immediately and it is not possible to refund the excess TDS if recovered in whatsoever conditions/situations by MANUU. In such cases, refunds are to be claimed by individuals from the Income Tax Department by submitting IT Returns, after procuring Form 16s of 2025-26.

Other income, if any declared by the employees/pensioners, will be taken into account to assess the total tax and to deduct tax at source (TDS). However, it is not feasible to take the TDS made by other organizations. Deductions will be considered / allowed strictly in accordance with the Income Tax Rules. Further, if **Excess / Short** deduction is done by F&A, the ultimate responsibility vests with the individual employee concerned to rectify those deductions and to adjust/pay tax suitably, while submitting their IT returns to the Income Tax Department.



FINANCE OFFICER

To: All the Concerned
CIT, MANUU - with a request to upload this Circular on MANUU **Website**

Comparison of Old Tax Regime (Option-A) with New Tax Regime (Option-B):

Below are the Details for Old and New Tax Regimes as applicable on the annual taxable income:

Old Tax Regime (Option - A)

No Tax payable for the taxable annual income below Rs. 5.0 Lakhs for Option A / Old Tax Regime. After crossing Annual Rs. 5.0 lakhs, Tax Slabs for Old Tax Regime will be as under

Annual Taxable Income (Rs.)	Old Tax Regime (Option - A)		
	Below 60 Years of age	Above 60 years Below 80 years of age	80 years of age and above
Up to Rs 2.50 lakhs	Nil	Nil	Nil
Rs. 2.5 Lakhs to Rs. 5 lakhs	5%	5%	Nil
Rs. 5 Lakhs to Rs. 10 lakhs	20%	20%	20%
Rs. 10 Lakhs and above	30%	30%	30%
Deductions Allowed : All the existing deductions under various sections are allowed i.e. u/s 10-Transport allowance, HRA exemptions, Retirement Benefits, Standard Deduction of Rs. 50,000/- , 80-C, 80-CCC, 80-CCD (1A) Chapter VI A, deductions like 80-CCD (1B), 80-CCD (2), on self-occupied house up to 2 lakhs, (U/s.24b) & Rebate u/s.87A up to Rs.12500/-, if income does not exceed 5 lakhs.			

New Tax Regime (Option - B)

No Tax payable for the annual income below Rs. 12.0 Lakhs for Option B / New Tax Regime. After crossing Annual Income of Rs. 12.0 lakhs, Tax Slabs for New Tax Regime will be as under :

Annual Taxable Income (Rs.)	New Tax Regime (Option - B)		
	Below 60 Years of age	Age between 60 years and 80 years of age	80 years of age and above
Up to Rs. 4 Lakhs	Nil	Nil	Nil
Rs. 4 Lakhs to Rs. 8 lakhs	5%	5%	5%
Rs. 8 Lakhs to Rs. 12 lakhs	10%	10%	10%
Rs. 12 Lakhs to 16 lakhs	15%	15%	15%
Rs. 16 Lakhs to 20 lakhs	20%	20%	20%
Rs. 20 Lakhs to 24 lakhs	25 %	25%	25%
Rs. 24 Lakhs and above	30 %	30%	30%
No deductions are allowed except Standard Deduction of Rs. 75,000/- and few i.e. Retirement Benefits (u/s.10), Pension Contribution for NPS 80CCD (2), Transport allowance (PHC) (u/s.10). Interest on Home u/s 24 b on let out property.			

New tax regime will be the default tax regime, if not opted. However, taxpayers can opt for either Regimes

An additional 4% Health & Education Cess would apply on the taxable amount calculated as above in both the options. 10% Surcharge will be levied if taxable income exceeds 50 Lakhs.

Note :

- 1) Basically if you have moderate income and if you have more investments & exemptions apart from the standard deductions, it is preferred to opt for the old tax regime (Option - A).
- 2) Option 'A' or 'B' can be exercised every year, and any beneficial regime can be adopted by the individual (except for those who have income from business or profession).
- 3) Individuals who have income from business or profession cannot switch between the new and old tax regimes every year. If they opt for the new tax regime, such individuals get only one chance in their lifetime to go back to the old regime.
- 4) This is not an exhaustive document of all the Income Tax Rules and in case, if any rules are not mentioned in this Circular, then the appropriate rules of Income Tax Act shall be applied.

Maulana Azad National Urdu University**FORM No.12 BB**

(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax
Under Section 192 for the financial year **2025-26**

- (a) Name (in Capital Letters)
- (b) Category (PH/Sr. Citizen/Women)
- (c) Designation & Department
- (d) Mobile No.
2. **PAN No. (Compulsory)**
3. (a) Whether living in Own/Rented House
- (b) Address:
- (c) Rent paid to landlord (Annual)
- (Please enclose the Receipt)
4. Total Salary Income including HRA, Salary Arrears, Honorarium, TA, other Income etc. up to **31-03-2026**
5. Less: Standard deduction (u/s 16(ia))
6. Less: Professional Tax (u/s 16)
7. Balance (4-(5+6))
8. Amount of HRA exempted U/S 10 (13A)
- (If living in a rented House)
- a) Actual HRA received from University
- b) Rent paid in excess of 10% of Salary
- c) 40% of Basic Salary
- d) Least of the above
9. Balance (7-8d)
10. a) Income from House Property
- Gross Annual Income from the Property
- b) Less Tax actually paid to Local Authority
- c) Net Annual Value (a-b)
- d) Less 30% for Repairs
- e) Less Interest on Borrowed Capital (u/s 24)
- f) Net Income from House property (c-(d+e))
11. Total Income (9+ 10 (f))
12. Any other income (other than MANUU)
13. Gross total Income (11+12)
14. Deductions admissible Chapter VI-A
- (i) Section 80-CCE

S.No	Particulars	Amount	S.No	Particulars	Amount
1	GPF		7	NSC/ SSY	
2	NPS - Tier I		8	Mutual fund	
3	GIS		9	HBA (Principal)	
4	LIC (direct)		10	Tuition fees	
5	LIC (salary)		11	ULIP	
6	PLI		12	PPF	
	Total I			Total 2	
	Grand Total (1+2)				

Note: - a) All the deductions put together are subject to a maximum limit of Rs. 1,50,000. (U/S80CCE)

15. Admissible exemptions under the following Sections of the Income Tax Act.

i	80-D		v	80-DDB
ii	80-DD/80U		vi	80-CCD(I)
iii	80-G		vii	80-L
iv	80-E (Annexure-V)		viii	80-CCD(I b)

16.	Net Taxable Income (13-(14+15))
17.	Tax on Net Taxable Income
18.	Education Cess @4% on Tax
19.	Total tax liability (17+18)
20.	Deduct Relief u/s.89 (if any)
21.	Tax already deducted
22.	Balance tax deductible (19-(20+21))

DECLARATION

- I) I, (name) do hereby declare that above stated information is true to the best of my knowledge and belief.
- II) I hereby undertake that any other amounts which are not included in the above statement/Form16, will be taken into account while filing returns and the MANUU will not be held responsible for any queries raised by the Income Tax department at a later date regarding any lapses/omissions on account of Income & Savings declared as mentioned above.
- III) As per the above details, Income Tax may please be deducted at source without giving any further information to the undersigned.
- IV) Selection of Tax Regimes: [please Tick in the box]

Old Tax Regime: OPTION – A ☐

New Tax Regime: OPTION - B ☐

Date :

Signature of the Employee

Note:

- Tax will be deducted at the higher rate if PAN is not furnished (U/S 206-AA)
- No declaration form will be accepted without PAN No.
- No declaration will be considered without proper signature of the individual and supporting documents
- Each page of declaration and attached documents need to be signed by the individual
- Mention property address on HBA Claims

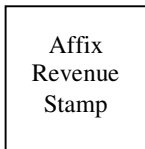
PART - B

Please give details/tick mark in the appropriate box

1) Are you Seeking HRA Exemption	Yes [] / NO []
2) If Yes, Please mention your Residential Address	
3) If 'Yes', Have you attached Rent Receipt (no exemption will be allowed if no Rent Receipt) (Annexure-III is attached)	Yes [], Rs. _____ per annum (PAN of landlord is must. Without which No exemption will be given) NO []
4) Do you have any other income from house property?	Yes [] / NO [] If Yes Enclose Annexure-IV [] [] (Otherwise, it will not be considered)
5) If 'Yes' whether attached calculation sheet along with certificates for exemptions u/s.24 (Interest on HBA loan/standard deduction for repairs etc.)	Yes [] / NO [] / NA []
6) (a) Did you avail loan for the first house? (b) If no, have you declared the deemed income from all other houses except one for self-occupied purpose?	(a) Yes [] / NO [] / NA [] (b) Yes [] / NO [] / NA [] If Yes Enclose Annexure-IV [] (Otherwise, it will not be considered)
7) If the loan is availed for the first time during 01/04/2017 to 31/03/2018 OR 01/04/2020 to 31/03/2021? How much loan availed during the year (doc. proofs have to be attached) for Sec. 80 EE & 80 EEA	i) Loan Availed for the first time: (Pl. Tick) Yes [] / NO [] / NA [] ii) Loan Availed on: iii) Do You have any House Property earlier to this: Yes [] / NO [] / NA [] iii) The Amount of Loan Availed: Rs. _____ & Stamp Duty Value: Rs. _____

RECEIPT OF HOUSE RENT
(Under Section 10(13-A) Income Tax Act)

Received a Sum of Rs. (Rupees)
towards House Rent @Rs. (Rs.)
per month from tofrom
Sri/Smt. in respect of House No.
..... situated at
.....



.....
Signature of the House Owner

Name:

Address:

PAN No:

Note:

- 1) PAN of the Owner is mandatory
- 2) Revenue stamp necessary for Transaction more than Rs. 5000/-

Date:.....

Annexure-IV

COMPUTATION OF INCOME FROM "LET-OUT PROPERTY":

Property Holder Name: **Housing Loan Rs.**

Address:
.....

FORMAT FOR COMPUTATION OF INCOME FROM LET-OUT HOUSE PROPERTY IS SHOWN BELOW

(i). Gross Annual Value		
(ii). Less: Municipal Taxes (Property Tax) actually paid * (-)		
Net Annual value (i - ii)		
Less: Allowable Deduction U/s 24:		
(a) Repairs Charges Restricted to 30% Annual Value of the Property Irrespective of the amount spent or not		
(b) Interest on Borrowed Capital for House Construction (Not more than Rs.2,00,000/ is allowed)*		
Taxable Income from House Property		

Note:* attach proof of documents

Use Separate sheet for each House Property

Signature of Employee :

Name :

Designation :

Department :

Employee ID :

Explanatory note for Annexure - IV

COMPUTATION OF INCOME FROM "LET-OUT PROPERTY"

The following deductions are eligible from the Net Annual Value of Property

1. Repair Charges (restricted to 30% of Net Annual Value of the Property).
2. Interest on borrowed capital for the purpose of acquisition, construction, re-construction, repairs, renovation etc.

Format for Computation of Income from Let-Out Property is shown below :		
Gross Annual Value	***	
LESS: Municipal Tax (Property Tax) Actually paid during current Financial Year (Proof to be attached)	***	
Net Annual Value		***
LESS : <u>Allowable Deductions u/s 24</u>		
➤ Repairs/ Collection Charges restricted to 30% of Annual Value of the Property irrespective of amount spent or not		***
➤ Interest on loan borrowed for construction (Not more than 2 lakhs from all let out properties)		
Taxable Income from House Property		***

GROSS ANNUAL VALUE [Sec. 23(1)]

Gross Annual Value is determined as follows-

<i>Step 1</i>	Find out reasonable expected rent of the property
<i>Step 2</i>	Find out Rent actually received or receivable after excluding unrealized rent but before deducting loss due to vacancy which shall be calculated asbelow
<i>Step 3</i>	Find out which one is higher - amount computed in Step 1 & Step 2
<i>Step 4</i>	Find out Loss because of Vacancy
<i>Step5</i>	Step 3 <i>minus</i> Step 4 is Gross Annual Value

Step-1: Find out reasonable expected Rent of the Property:

The reasonable expected Rent under will be computed on the basis of 3 factors, namely---

a. Municipal Rental Value (MRV): For collecting Municipal Taxes, Local Authorities i.e. Municipal Corporation / Committee etc. conducts a periodical survey of the house properties in their local limits. On the basis of such survey the Rental Value are fixed which serves as the basis for levying tax. The Rental Value so fixed is called **Municipal Rental Value (M.R.V.)**.

b. Fair Rental Value (FRV): Fair Rent of the Property can be determined on the basis of Rent fetched by a similar property in the or similar locality. It is based on the principle that Rent prevailing in same locality for same or similar sized property is almost the same. Such Rental Value is called **Fair Rental Value (F.R.V.)**

c. Standard Rent of the Property (SR) : Standard Rent is the maximum rent which a person can legally recover from his tenant under a Rent Control Act. In other words, if a property is covered under this Rent Control Act, its reasonable expected Rent cannot exceed the standard Rent fixed or determined under the Rent Control Act.

The higher of (MRV) and (FRV), subject to maximum of (SR) is reasonable expected Rent.

Step-2: Find out Rent actually received or receivable :

Find out Rent actually received or receivable after excluding unrealized rent but before deducting loss due to vacancy which shall be calculated as below :

Rent of the previous year (or that part of the previous year) for which the property is available for letting out	Xxxx
Less: Unrealized Rent of a few conditions are satisfied	Xxxx
Rent received / receivable before deducting Loss due to Vacancy	xxxxx

The following points should be noted ---

1. Loss due to vacancy shall not be deducted.
2. Occupier's or tenant's share of municipal tax realized from the tenant cannot be added to Actual Rent received or receivable.
3. If the tenant has undertaken to bear the cost of repairs, the amount spent by the tenant cannot be added to rent received or receivable.
4. A non-refundable security will be added in rent received or receivable on *pro rata* basis.
5. A refundable security cannot be included in rent received or receivable.
6. Advance rent can not be received / receivable of the year of receipt.
7. Commission paid by the owner of a property to a broker for rental income is not deductible.

DEDUCT MUNICIPAL TAX

From Gross Annual Value computed above, deduct Municipal Taxes (including Service Tax) levied by any local authority in respect of the house property. Municipal Taxes (Property Taxes) are deductible only if..

1. These taxes are borne by the owner , and
2. A re actually paid by him during the previous year.

Municipal taxes, levied by local authority but not paid by the assessee during the previous year are not deductible. The remaining amount left after deduction of Municipal Taxes is Net Annual Value (NAV)

DEDUCTION UNDER SECTION 24

The following Deductions are available under Section 24

- a. Standard Deduction; and
- b. Interest on Borrowed Capital

In other words, no deductions can be claimed in respect of that expenditure which is not specified in Sec. 24. For instance, no deduction can be claimed in respect of expenses on insurance, ground rent, land revenue, repairs, collection charges, electricity, water supply, salary of lift man, etc.

A. Standard Deduction [Sec. 24(a)]: 30% of Net Annual Value is deductible irrespective of actual expenses incurred by the taxpayer.

B. Interest on Borrowed Capital [Sec. 24(b)]: Interest on Borrowed Capital is allowable as deduction, if capital is borrowed for the purpose of purchase, construction, repair, renewal or reconstruction of the property.

The following points should be kept in view:-

- 1) If capital is borrowed for the purpose of purchasing a plot of land, interest liability is deductible even if construction is financed out of own funds.
- 2) Interest on borrowed capital is deductible on "accrual" basis. It can be claimed as deduction on yearly basis, even if the interest is not actually paid during the year.
- 3) Interest on unpaid interest is not deductible.
- 4) No deduction is allowed for any brokerage or commission for arranging loan.
- 5) Interest on a fresh loan, taken to repay the original loan raised for the aforesaid purposes is allowable as deduction.

Annexure-V

{APPLICABLE ONLY FOR TAX OPTION-A}

(For availing Exemption U/s 80-E Interest on Education Loan)

Name of the Employee: _

Loan Availed to meet the Expenses of :

.....

Date of Acquiring the Education Loan	Approval copy	Availing Year (Maximum 8 Years only)	Interest Amount paid during the current Financial Year	Proof of Interest Paid is Enclosed or Not

I hereby declare that claiming exemption u/s.80E from the financial year
And not exceeded 8 years as per the rules.

Signature of Employee :

Name :

Designation :

Department :

Employee ID :