



ভট্টদেব বিশ্ববিদ্যালয়

বজালী, পাঠশালা-৭৮১৩২৫, অসম

BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE REGISTRAR

Prof. Manjit Das
Registrar

E-mail : registrar@bhattadevuniversity.ac.in
Website: www.bhattadevuniversity.ac.in

No. Bhatt.U/F&A/Office Order& Circular/2024/10/7553

Date: 16.12.2025

OFFICE CIRCULAR


In Pursuance to Central Board of Direct Taxes (CBBT) Notification Bo, 30 of 2016 dated 29th April, 2016 & subsequent there to, it is now mandatory to **provide declarations regarding Tax Exemptions / Tax Savings Details**, HRA Exemption & Other Income(s) (including exempted income) by all the employees to the employer in specified forms prescribed by the Income Tax Department viz. Form 12BB, 10BA(HRA exemption), & 12C(other income) respectively.

In the view of above , all staff members are hereby requested to submit the declaration Forms along with the copies of all relevant documents evidences along with individual pay drawal statement (3 set of copies) to the Finance Department of BU by **7th Jan-2026** without fail. Otherwise the entire amount of TDS as applicable for the Financial Year 2025-2026 will be deducted from salaries of the staff members as per the rule & procedures. In this connection all teaching and non-teaching employees are hereby requested to collect the individual pay draw statement from the Finance Department.

Again, it is to be noted that as per the guidelines of the Income Tax Department (CBDT) the **PAN & Address of Lender** (Bank/Financial Institution) & of the **Landlord** is mandatory in case the incumbent claims for the Exemption(s) U/S 24A (Interest on House Building Advance and U/S 10(13A) (House Rent Allowances) respectively. Hence all the Staff members must Quote the PAN & address of Lender & Landlord to avail the aforementioned benefits.

This has the approval of the Hon'ble Vice-Chancellor dated 15.12.2025

Copies of declaration Forms are available in the University web-site


Registrar
Bhattadev University

No. Bhatt.U/F&A/Office Order& Circular/2024/10/7553

Date: 16.12.2025

Copy forwarded to-

1. All HoD with request to circulate this order to the current and retired faculty members of the respective department if any.
2. Secretary BUTA, for necessary Co-operation.
3. Dr. Dipjyoti Kalita, Associate Professor, Department of Chemistry with a request to upload the same in the B.U. Website.
4. P.S. to the Hon'ble Vice-Chancellor, Bhattadev University.
5. Office file.



Registrar
Bhattadev University