



Sher-e- Kashmir
University of Agricultural Sciences & Technology,
Administrative Block, Comptroller's Office
Main Campus, Chatha-Jammu

Circular No.: AUJ/Acctts/Compt/2025-26/521-33

Date: 22.05.2025

CIRCULAR

Subject: Urgent Submission of Income Tax Calculation Sheets

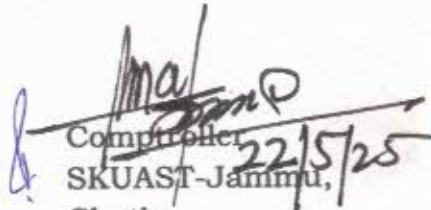
This is to remind all concerned Assistant Comptrollers/Accounts Officers, in light of Circular No. AUJ/Accts/Comptt/2024-25/3849-65 Dated: 28.02.2025 issued by the Comptroller's Office (Copy enclosed), to submit the income tax calculation sheets for the financial year 2024-25 (Assessment Year 2025-26) at the earliest possible.

Please ensure the following:

1. Separate calculation sheets for employees under the Old and New Tax Regimes, clearly indicating the regime opted by each employee.
2. A complete and accurate faculty-wise list of employees.
3. All documents are verified and authenticated before submission.

Kindly treat this as urgent, as the compiled data needs to be forwarded to the Chartered Accountant well in time for the preparation of Form 16. Delay in submission may lead to inconvenience in timely processing.

Your prompt action in this matter is solicited.


Comptroller
SKUAST-Jammu,
Chatha

Copy to the:-

- All Deans of the SKUAST-Jammu. _____
- All Asstt Comptrollers/Accounts Officers SKUAST-J
Jammu _____



Sher-e- Kashmir
University of Agricultural Sciences & Technology,
Administrative Block, Comptroller's Office
Main Campus, Chatha-Jammu

Circular No.: AUJ/Acctts/Compt/2024-25/3849-b5

Date: 28.02.2025

CIRCULAR

Subject: Submission of Income Tax Calculation Sheets -regarding

In compliance with income tax regulations and to facilitate accurate tax deduction at source (TDS) for the financial year 2024-25 / Assessment Year 2025-26, all Assistant Comptrollers/Accounts Officers are directed to submit division-wise income tax calculation sheets separately for employees opting for the Old and New Tax Regimes, along with the list of employees and required supporting documents.

Instructions for Submission:

1. Individual Calculation Sheets:

Prepare and submit separate tax calculation sheets for employees opting for Old Regime and New Regime. The tax computation should clearly mention the regime opted by each employee.

2. List of Employees:

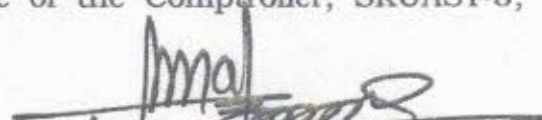
A faculty-wise list of employees should be submitted.

4. Verification & Authentication:

The respective Assistant Comptroller/Accounts Officer must verify all details and ensure accuracy before submission.

5. Submission:

A duly signed hard copy, along with the employee list and supporting documents, should be submitted to the Office of the Comptroller, SKUAST-J, Chatha, by and before 02.03.2024


Comptroller
SKUAST-Jammu, Chatha
28/2/25

Encl: 02

Copy to the:-

- All Deans of the SKUAST-Jammu. _____
- All Asstt Comptrollers/Accounts Officers SKUAST-J Jammu _____