

Dr.B.R.AMBEDKAR OPEN UNIVERSITY

FINANCE BRANCH

No. 513/Finance/IT/2026-27

Date: 12-10-2026

C I R C U L A R

Sub: Income Tax for the Financial Year 2026-27 (Tax Year 2026-27) – Under the rules of Tax deduction at Source – Reg.

* * * * *

All the regular Employees/Pensioners of Dr.B.R.Ambedkar Open University, Hyderabad, who opt for **Income Tax under Old Regime** during the Financial year 2026-27 are requested to submit the Income Tax statement with all relevant self-attested enclosures to this office **on or before 22-10-2026** towards deduction of Income-Tax at source from the salaries/pensions and other arrears.

Please note that the employees/pensioners who are willing to opt for income tax under **New Regime need not require** to submit the Income Tax statement as most of the exemptions and deductions available in the old Regime are not allowed here. Hence, there is no need to submit supporting documents to claim deductions under Income Tax.

Any guidelines issued from time to time by the Income Tax Department shall be scrupulously followed and necessary self attested documents relating to other deductions shall be enclosed. Exemptions under various sections of Income Tax Act **once claimed** by the assessee will not be permitted to alter at a later stage under any circumstances.

Further, it is to inform that the Finance Branch could not process the Salary Bills without submission of Income Tax form on or before **22-10-2026(only for employee/pensioner who opt under Old Regime)**. Hence, you are requested to submit the Income Tax form within the stipulated time alongwith the self-attested supporting documents by the concerned. The Income Tax to be levied **will be calculated as per the records available in the Finance Branch.**

Further no refund will be made once IT is deducted from the salary of the employee/pensioner.

NOTE:

Employee/pensioner who opt for OLD REGIME:

- 1) As per the reference cited a self declaration of the employee, if they wish to opt for the **Old Tax Regime** shall be enclosed along with Income Tax Assessment form and relevant supporting documents for claiming exemptions.
- 2) Kindly mention your PAN and Employee No./PPO Code in the IT statement without fail. As it is mandatory, the IT statements will not be accepted without PAN, enclose the Xerox copy of Pan Card, failing which IT will be deducted at 20% every month commencing from November, 2026.
- 3) If payment of House Rent exceeds Rs.1,00,000/- the PAN no. of the house owner has to be furnished along with house rent certificate (Xerox copy of self attested PAN card of House Owner should also be enclosed).
- 4) All the employees are requested to submit the assessment form within the stipulated time mentioned by Finance Branch. The applications received after the cutoff date will not be entertained.
- 5) **The employees/pensioners are also requested to assess their Income Tax in the Format prescribed by Finance Branch. No deviations are entertained.**
- 6) Please ensure all supportive documents are self attested before submitting. Exemptions cannot be considered without enclosures.
- 7) **If not submitted, your tax deduction will be made under New Regime.**
- 8) The assessment application is available on the University web-site; all the employees/pensioners are requested to download. No physical form is available in the Finance Branch.


12/10/26
FINANCE OFFICER

To
All the Heads of the Branches

Copy to:

1. P.A to Vice-Chancellor 2. P.A. to Registrar

Encl: (1) Form 'A' (2) Income Tax rates F.Y. 2026-27 (3) Receipt of House Rent.

Please click on the link to download https://braou.ac.in/finance/IT_CIRCULAR_2026-27