



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

**Prof. Sanjay Kumar Jha**  
**Finance Officer (Offg.)**

By Speed Post/ By Email/ By Hand

F. No. 21-42/2019/Finance/ 03

Date:-10.04.2024

**Circular No.01/F&A/2024-25**

All the regular teaching and non-teaching employees of the University having income under salary and other related heads are claiming deduction for the F.Y. 2024-25 (A.Y. 2025-26) are requested to **fill the declaration form in SAMARTH PORTAL**. First of all one is required to choose the regime as OLD or NEW. After selection of REGIME, one is required to complete all relevant fields and then submit finally. These declared values will automatically be considered by SAMARTH PORTAL for calculation of INCOME TAX for the remaining FY 2024-25. After final submission values will be locked. One chance for modification of these declared values will be given to all in 2<sup>nd</sup> half of FY 2024-25(around the month of November 2024). It may also be noted that if the required information is not received within the stipulated date, the Income tax/TDS will be automatically calculated and deducted as per NEW REGIME as per the Income Tax Act, 1961.

Kindly note that employees who are residing in rented house and claiming deductions related to that are required to enter PAN number and details of House Owner compulsorily.

The last date for submission of declaration is **21.04.2024** on Samarth Portal.

Further, process for uploading the declaration form in Samarth Portal is appended below :-

- Login to Dashboard (samarth.ac.in)
- Finance - Payroll Management
- Declare Your Income Tax (2024-25)
- View Declaration
- Selection of REGIME(Old/New)
- Fill all the relevant details.
- Calculate, Save and Final Submit.

In case of any doubt or difficulty, please contact DDO, F&A Dept, CUG – 079 23977416 / 417.

  
Finance Officer (Offg.)

To,

All Teaching and Non-Teaching Regular Staff (through email)



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)

**Prof. Sanjay Kumar Jha**  
**Finance Officer (Offg.)**

**By Speed Post/ By Email/ By Hand**

Copy to:

1. CUG Notice Board
2. Deans' Office
3. Registrar
4. COE
5. All DRs
6. All ARs
7. PS to VC
8. ICT for uploading on website
9. IAO
10. Guard File (F&A)
11. Rajbhasha Cell for translation in Hindi.

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977413, फेक्स-07923260076

Sector-29, Gandhinagar-382030, Phone No. 07923977413, Fax-07923260076

Email: [financeofficer@cug.ac.in](mailto:financeofficer@cug.ac.in), website: [www.cug.ac.in](http://www.cug.ac.in)