

3
Creation of Groups and
ledgers using single and multiple creation)

Declaration

Date: _____

Employee code: _____

The Principal,
Hans Raj College,
University of Delhi,
Delhi- 110 007.

Madam,

Sub: Submission of Proof of savings for Income Tax – Financial Year 2017 – 18.

Please find enclosed herewith my declaration of tax savings and other income during the financial year 2017 – 18 duly supported with the documentary evidence(s) & self-attested as per the following arrangements:

1. I certify that particulars furnished are true and correct to the best of my knowledge and belief.
2. I also certify that these savings have been made/proposed savings will be made by me from my own salary income/sources.
3. Proof of the proposed savings declared will be submitted latest by 20th January 2018.
4. I understand if I am unable to submit the self-attested saving proofs for the current savings by 30th December 2017 & proposed savings evidences by 20th January 2018, due tax may be deducted from my salary for the month of January & February 2018 without any further intimation to me.
5. I will be personally responsible to Income Tax Department, Govt. of India, for all information pertaining to income tax assessment.

Thanking you,

Yours faithfully,

Signature **Date**.....

Name:

Employee Code: (As per the pay slip)

Mobile No.:

E-Mail id:

HANS RAJ COLLEGE, UNIVERSITY OF DELHI, DELHI -110007

Declaration Format for Claiming Deduction from Salary for the F.Y. 2017-18

FORM OF DECLARATION FOR THE F.Y.2017-18 i.e. A.Y. 2018-19.

PLEASE NOTE:

- » PAN & Address are mandatory. Please do not fail to furnish the same.
- » Please indicate details of your investments in appropriate columns with the attachment.
- » Please write your employee code on the form (As per the pay slip).

(1) **Full Name:**

Mr./Mrs./Ms. _____ Emp.code _____
 Department _____ Designation _____
 Date of Birth _____ Date of Joining _____

(2) **Income Tax Permanent A/c No. (PAN NO.):**

| | | | | | | | | | | | | | | | | | | | | |
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(MANDATORY)

Part (A) Exemption & Deduction available from salary income:

| Sr. No. | Description of Investment/s | Documents Required | Maximum Limit Rs. | Amount in Rs. (to be filled in by the employee) |
|---------|--|---|-------------------|--|
| 1 | House Rent paid to the Landlord | Original Rent Receipts every month (with Revenue Stamp above Rs. 4999/-) or Rent Agreement. Receipt should contain PAN of Landlord if Rent for the year exceeds one Lakh. | | (Monthly Rent Amount) |
| 2 | Mediclaime – 80D | Mediclaime Policy Copy or Premium Certificate | 25,000/- | |
| 3 | Mediclaime – 80 D (Parents) | Mediclaime Policy Copy or Premium Certificate | 30,000/- | |
| 4 | Interest on Housing Loan for Repairs | Certificate from Bank / Financial Institution | 30,000/- | |
| 5 | Interest on Housing Loan (Purchase or Acquisition) after position only | Certificate from Bank / Financial Institution | 2,00,000/- | |
| 6 | Others | | | |

Part (B) Deduction U/S 80:

| Sr. No. | Description of Investment | Documents Required | Maximum Limit(Rs.) | Amount in Rs. (to be filled in by the employee) |
|---------|---|---|--------------------|---|
| 1 | Public Provident Fund & PF Own. | Copy of Payment Receipt / Passbook | 1,50,000/- | (Do not write EPF) |
| 2 | Life Insurance Premium including Pension Plan & ULIP | Copy of Premium Payment Receipt (proposal receipt will not be considered) | | |
| 3 | Repayment of Housing Loan Principal | Certificate from Bank / Financial Institution | | |
| 4 | NSC Purchased during the year | Copy of NSC Certificate/s | | |
| 5 | Interest on NSC Purchased | Statement regarding date of purchase & amount | | |
| 6 | Tuition Fees (Up to Two Children) | Copy of Payment Receipt from School | | |
| 7 | NPS Own Contribution | | | |
| 8 | Bank Fixed Deposit (More than 5 Years) | Copy of FD Receipt | | |
| 9 | Sukanya Samridhi Account | Copy of Deposit Receipt | 1,50,000/- | |
| 11 | Other Investments Medical Bill Reimbursement | Original Medical Bills (including Parents, Wife/Husband, Children) | 1250/- every month | |
| 12 | Education Loan U/s 80E (only on the interest part of the loan (not more than 8 years old)) | Copy of Bank Certificate | | |
| 13 | Other 1 | | | |
| 14 | Other 2 | | | |

DECLARATION:

I declare that the above statement is true to the best of my knowledge and belief. In the event of any change that may occur during the year pertaining to the information given in the form, I undertake to inform the same to the college. Income Tax liability arising due to failure, if any, for not making/not intimating payment/investment made or proposed to be made by me and / or any wrong declaration would be my responsibility.

I, further undertake to provide all documentary proofs of payment made by me before 30th December 2017 and if I fail to do so, the college can make full deduction of Income Tax dues from January & February 2018 salary.

Date: _____

Signature of the Employee

HANS RAJ COLLEGE, UNIVERSITY OF DELHI, DELHI- 110 007.

DECLARATION FOR HOUSE RENT ALLOWNACE RELIEF-FINANCIAL YEAR 2017-18.

Details of rent actually paid:

a. Address of residential property in respect of which rent paid. _____

b. Name of Landlord to whom rent is paid _____

c. Rent payable/paid during the Financial Year Rs. _____

(Please attach copy of Lease/Agreement. In case no agreement is executed submit copy of ORIGINAL rent receipts. In case rent receipt is not submitted, the relief will not be given)

DECLARATION:

- i. I hereby declare that I shall inform immediately to the College any change in monthly rent stated above or discontinuation of house rent payments.
- ii. I also declare that no residential accommodations owned by me or by my spouse or by my child or by HUF of which I am a member at the place where I reside or perform the duties of employment.
- iii. I hereby declare that what is stated above is true and correct. Any Income Tax dues arising out of wrong declaration will be my sole responsibility.

Contact no. _____

Date: _____

Place: _____

Signature of the Employee