

HANS RAJ COLLEGE, UNIVERSITY OF DELHI, DELHI -110007

Declaration Format for Claiming Deduction under Income Tax for the F.Y. 2024-2025

Fill the selected tax regime Old Tax Regime/New Tax Regime-(_____)

Please Note:

- » PAN is mandatory. Please do not fail to furnish the details of 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).
- » Please do not furnish any investment if you have selected new tax regime.

Date: _____

➤ **Employee Details:**

Employee code:

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PAN Number:

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Employee Name: _____

Designation _____ Department _____

Contact No.: _____ E-mail: _____

PART-A: Exemption & Deduction available from salary income:

Sr. No.	Section under which deduction allowed	Description	Supporting documents required	Amount (in Rs.) (to be filled by the employee)	Remarks
1	U/S 80C				
2	U/S 80CCD (1B)	Additional NPS invested by employee			Max. 50,000/-
3	U/S 80D	Mediclaime - Self	Mediclaime Premium Certificate		Max. 25,000/-
		Mediclaime – Parents	Mediclaime Premium Certificate		
4	U/S 24	Interest on Housing Loan (Purchase/Acquisition) after possession only			Max. 2,00,000/-
5	U/S 24 (b)	Interest on Housing Loan for Repairs			Max. 30,000/-
6	U/S 80E	Loan for Higher Studies			
7	U/S 80U				
8	U/S 89(1)	Relief on Salary Arrears	Fully filled and signed Form 10E		
9	Any other Savings	Name	Supporting Documents	Amount	

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

DECLARATION FOR HOUSE RENT ALLOWNACE RELIEF FOR FINANCIAL YEAR 2024-2025

Details of Rent Paid:

1. Rent paid/ payable to Landlord: Rs. _____ Monthly, Rs. _____ Yearly
2. Name of the Landlord to whom rent is paid: _____
3. Pan No. of the Landlord to whom rent is paid

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4. Address of residential property in respect of which rent paid: _____

(Please Note: Attach copy of the Lease/Agreement. In case no agreement is executed submit copy of original rent receipts of each month. Receipt should contain PAN of Landlord if rent for the year exceeds Rs. 1, 00, 000/- (Rupees One Lakh), also attach the copy of PAN card of Landlord. In case rent receipt is not submitted, the relief will not be given.)

Declaration by Employee:

1. 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.
2. Proof of the proposed savings declared will be submitted latest by 15th January 2025 and I understand if I am unable to submit the Declaration Form latest by 20th November 2023 and self-attested saving proofs by 15th January 2025, due tax may be deducted from my salary for the month of November, December, January and February 2025, without any intimation to me.
3. I hereby declare that I shall inform immediately to the College any change in monthly rent stated above or discontinuation of house rent payments
4. I also declare that no residential accommodations is 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.
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 of the employee

Date _____