



LAKSHMIBAI COLLEGE

(University of Delhi)

ASHOK VIHAR - III, DELHI-110052

Office : 011-27308598, 27304076 Telefax : 27304076

Date: August 10, 2021

NOTICE

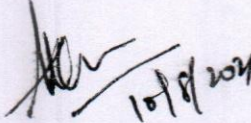
Members of the teaching (Permanent) staff are hereby requested to download the Investments Declaration Form for the Financial Year 2021-2022 from college website and submit the same to Accounts Department along with the supporting documents (if any) for calculation of TDS failing which the calculation of INCOME TAX will be done accordingly. (Latest by 15/09/2021).

Permanent teaching staff members are requested to submit **FINAL HOME LOAN CERTIFICATE** for the Financial Year 2020-2021, (who have not submitted earlier) and Provisional Certificate for the Financial Year 2021-2022.

The matter may be treated on **priority/urgent** basis as the information required is essential also from AUDIT point of view.

Further, the PAN of property owner is mandatory. Those are claiming House Rent Exemption in Tax Deduction at Source. If PAN Card copy is not submitted, no exemption will be applied for House Rent Allowance in TDS.

Kindly submit the information required in Accounts Department latest by Wednesday (15th September, 2021).


10/8/2021
Administrative Officer

Lakshmi Bai College

(University of Delhi)

Income Tax Declaration form - Financial Year 2021-22 (Salary March 21 to February 22)
(Please use capital letters)

Name :			
Date of Birth :(As per office record)		Age:	
Father's Name :			
Permanent Account Number(PAN) : (Attach copy of PAN Card)			
Address :			
		Contact No.	
Designation :			
Last Date for Receiving :		15th September 2021	

I, Hereby declare for the purposes of the Income Tax Act, 1961, my savings / investments & other relevant information as follows :

1	Rent Paid (Give monthly receipts along with agreement & PAN of landlord)	From (To	
2	Mediclaime Premium (U/s 80-D)				
3	Housing Loan Interest (Provisional/Actual Certificate with joint undertaking)				

Investments which qualify under Section 80-C of Income Tax Act : Maximum Rs. 1,50,000)

5	Housing Loan Principal				
6	Public Provident Fund				
7	Group Insurance				
8	Provident Fund Subscription(Monthly/Annualy)				
9	Employer's Contribution to New Pension Scheme				
10	Employee's Contribution to New Pension Scheme				
11	NSC - New Investment				
12	Children's Education (Tuition Fee only)				
13	Other Investments (Please Specify)				

Life Insurance Premium

	Policy No.	Policy holder Name	Premium	Due Date
a				
b				
c				
d				
e				
f				
g				
h				
Total				

The above declaration is true and correct to the best of my knowledge.

If spouse is employed, kindly submit declaration by employer of spouse that "he/she is not claiming or showing such documents for INCOME TAX REBATE to his/her employer".

Signature _____

Date _____

Notes :

- 1) Last Date for Receiving is 15th September 2021
- 2) Proofs of above investments / payments can be forwarded only after actual payment.
- 3) In case where the payments (Insurance Policy, Home loan EMI, Mediclaime Policy) are payable in Jan, & Feb 2022 you are requested to inform such payments and handover the proofs on or before 15th February, 2022.
- 4) No Fresh investment (PPF, Bonds, New insurance policy) will be entertained for calculation of income tax after the Month of February Salary.
- 5) Please Provide All receipts/docs for (Monthly and Quarterly)payment of Life Insurance Policy, Rent receipts, PAN of Landlord, Pension Plan receipts etc.