

दिनांक: 18 अक्टूबर, 2023

लक्ष्मीबाई महाविद्यालय (दिल्ली विश्वविद्यालय)
LAKSHMIBAI COLLEGE (UNIVERSITY OF DELHI)

सूचना

(NOTICE)

वित्तीय वर्ष 2023-24 के लिए
(FOR THE FINANCIAL YEAR 2023-2024)

शिक्षण (स्थायी) कर्मचारी के सदस्यों से अनुरोध है कि वे महाविद्यालय की वेबसाइट से वित्तीय वर्ष 2023-2024 के लिए निवेश घोषणा पत्र डाउनलोड करें और उसे लेखा विभाग में जमा करें, ऐसा न करने पर आयकर (टीडीएस) की गणना नई कर व्यवस्था अनुसार की जाएगी।

Members of the teaching (Permanent) staff are hereby requested to download the Investments Declaration Form for the Financial Year 2023-2024 from college website and submit the same to Accounts Department, failing which the calculation of INCOME TAX (TDS) will be done as per the New Tax Regime.

इसके अलावा, संपत्ति के मालिक का पैन अनिवार्य है, जो स्रोत पर कर कटौती में मकान किराया भत्ता छूट का दावा कर रहे हैं। यदि पैन कार्ड की प्रति जमा नहीं की जाती है, तो टीडीएस में मकान किराया भत्ते के लिए कोई छूट लागू नहीं की जाएगी।

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.

कृपया आवश्यक जानकारी शुक्रवार (17 नवंबर, 2023) तक लेखा विभाग में जमा करें।

Kindly submit the information required in Accounts Department latest by Friday (17th November, 2023).

प्रशासनिक अधिकारी

Administrative Officer

Lakshmi Bai College

(University of Delhi)

Income Tax Declaration form - Financial Year 2023-24 (Salary March 23 to February 24)
(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 :			
I WANT TO OPT INCOME TAX CALCULATION AS PER OLD TAX REGIME (YES/NO)			
Last Date for Receiving :	17th November 2023		

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	New Pension Fund	
10	NSC - New Investment	
11	Children's Education (Tuition Fee only)	
12	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 17th November 2023
- 2) Proofs of above investments / payments can be forwarded only after actual payment (Self Attested).
- 3) In case where the payments (Insurance Policy, Home loan EMI, Mediclaime Policy) are payable in Jan, & Feb 2024 you are requested to inform such payments and handover the proofs on or before 15th February, 2024.
- 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.