

दिनांक: 10 मार्च, 2025

सूचना NOTICE

स्थायी शिक्षण स्टाफ सदस्यों जिन्होंने पुरानी कर व्यवस्था को चुना था, से अनुरोध है कि वे वित्तीय वर्ष 2024-2025 के लिए **अंतिम गृह ऋण प्रमाणपत्र** और वित्तीय वर्ष 2025-2026 के लिए **अनंतिम प्रमाणपत्र** जमा करें।

Permanent teaching staff members who had opted OLD TAX REGIME are requested to submit **FINAL HOME LOAN CERTIFICATE** for the Financial Year 2024-2025 and Provisional Certificate for the Financial Year 2025-2026.

मामले को **प्राथमिकता/तत्काल** आधार पर निपटाया जाए, क्योंकि आवश्यक जानकारी लेखापरीक्षा के दृष्टिकोण से भी आवश्यक है।

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

कृपया आवश्यक जानकारी मंगलवार (08 अप्रैल, 2025) तक लेखा विभाग में जमा करें।

Kindly submit the information required in Accounts Department latest by Tuesday (08th April, 2025).

Handwritten signature and date: 10/3/25

प्रशासनिक अधिकारी
Administrative Officer

दिनांक: 10 मार्च, 2025

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

सूचना
(NOTICE)

वित्तीय वर्ष 2025-26 के लिए

(FOR THE FINANCIAL YEAR 2025-2026)

शिक्षण (स्थायी) कर्मचारी के सदस्यों से सूचित किया जाता है कि वे महाविद्यालय की वेबसाइट से वित्तीय वर्ष 2025-2026 के लिए निवेश घोषणा पत्र डाउनलोड करें और उसे लेखा विभाग में श्री विपिन कुमार को जमा करें, ऐसा न करने पर आयकर (टीडीएस) की गणना नई कर व्यवस्था अनुसार की जाएगी।

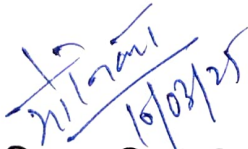
Members of the teaching (Permanent) staff are hereby informed that kindly download the Investments Declaration Form for the Financial Year 2025-2026 from college website and submit the same to (Mr. Vipin Kumar) Accounts Department, failing which the calculation of INCOME TAX (TDS) will be done as per 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 मंगलवार (08 अप्रैल, 2025) तक लेखा विभाग में जमा करें।

Kindly submit the information required in Accounts Department latest by Tuesday (08th April, 2025).



प्रशासनिक अधिकारी

Administrative Officer



Lakshmi Bai College

(University of Delhi)

Income Tax Declaration form - Financial Year 2025-26 (Salary March 25 to February 26)

(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 :			

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
- 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 2026 you are requested to inform such payments and handover the proofs on or before 15th February, 2026.
- 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.