



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078
(Accounts Branch)

No. F. IPU/Acctts/I.Tax/2012-13/892

Dated: 12/12/2012

Circular

In continuation of earlier circular dated 04.05.12 all officers/officials (Teaching/Non Teaching) of GGSIP University who are coming within the purview of deduction of income tax from salary are hereby requested to submit their proof of savings/receipts which eligible for rebate in income tax during the financial year 2012-13 and any other declaration of income received from other offices/sources for computing their aggregate tax liability for the financial year 2012-13. In the following manner documents will be accepted to get rebate under income tax rule in different sections.

- (I) *Those who wish to get rebate under section 80/C, 80/D, 80/U etc. should submit all receipts which paid in the current financial year duly countersigned by the employee.*
- (II) *Those who wish to claim deduction of HRA should submit following documents.*
- 1. Original rent receipts (all months).*
 - 2. Copy of agreement with the landlord duly countersigned.*
- (Note: In case rent paid in excess of Rs. 1, 80,000/- p.a. then PAN of the landlord should furnish in the rent receipt to eligible for rebate in income tax.*
- 3. Form 10 BA which available in University website www.ipu.ac.in.*
- (III) *For rebate on account of recovery of principal amount of HBA and interest of HBA, the following documents may be submitted as proof.*
- 1. Possession Letter.*
 - 2. Statement of recovery/anticipated recovery from the bank for the current financial year.*
 - 3. Permission letter for purchase of property from the department.*
 - 4. Certificate to the effect the property is self occupied and no income is from the house property on account of rent etc. otherwise the interest on HBA may be adjusted against income from property.*

Aforesaid documents may be submitted to this office latest by 10th January 2013 failing which it will be assumed that they have no other savings except CPF/PLI/LIC etc. as per record of Pay Bill Register. And their tax would be deducted based on their income/saving details available in the Accounts Branch.

The Tax calculation sheet may be viewed on the employee login at www.ipu.ac.in.


(Shailesh Gupta)
Finance Officer

Encl: Form 10 BA & Declaration

Copy to all Head of department/Deans/Directors/Chief Engineer/Librarian/In-charge (pers.)/All JRS/ADR's/AR's/PRO/PS to VC/PS to Registrar/PS to COF/PS to COE//Server Room for upload in University website along with 10 BA Form/Notice Board/Guard File

Form No. 10 BA
(See Rule 11 B)

Declaration to be filled by the assessee claiming deduction under section 80GG

I/We _____ (Name of the assessee with permanent account number) do hereby certify that during the year _____ I/we had occupied the premise _____ (Full address of the premise) for the purpose of my/our own residence for a period of _____ months and have paid/to be paid Rs. _____ in cash/through crossed cheque, bank draft towards payment of rent to Sh./MS/M/s _____ (Name and complete address of the landlord).

It is further certified that no other residential accommodation is owned by.

- (a) me/my spouse/my minor child/our family (in case the assessee is HUF), at _____ where I/we ordinarily reside/perform duties of office or employment or carry on business or profession, or
- (b) me/us at any other place, being accommodation in my occupation, the value of which is to be determined u/s 23 (2)(a)(i) or u/s 23(2)(b).

(Signature of Assessee)

Name & Designation:

Employee Code:

School/Branch where posted:

Permanent Account Number:

DECLARATION

I hereby declare that the rebate on account of principal amount of HBA and interest of HBA is claimed to the property is self occupied and no income is from the House property on account of rent etc. otherwise the interest on HBA may be adjusted against income from property.

Name of Employee:

Employee Code:

Branch/School where Posted:

Permanent Account Number:

Date: