



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

28/c

No. F. IPU/Acctts/TDS/2013-14/661

Dated: 5/12/13

Circular

In Continuation of earlier circular all officers/officials and faculties 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 are eligible for rebate in income tax during the financial year 2013-14 and any other declaration of income received from other offices/sources for computing their aggregate tax liability for the financial year 2013-14. 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, 80D, 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 rent agreement/lease deed with the landlord duly countersigned.
(Note: in case rent paid in excess of Rs. 100000/- p.a then PAN of the landlord should furnish in the rent receipt to eligible for rebate in income tax. In case the landlord does not have a PAN, a declaration to this effect from the landlord along with the name and address of the landlord should be filed by the employee).
 3. 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 duly self verified.
 3. 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 the income from house property.

Aforesaid documents may be submitted to this officer latest by 31st December 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 balance tax liability shall be computed and deducted from forthcoming salaries.

Employees can download their income tax calculation sheet from University website after Login their Account and if found any discrepancy should write to DDO to this office.

This issues with the approval of Controller of Finance.

(Krishan Kumar)

Drawing & Disbursing Officer

Encl: Form 1 & Form 2

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.



Declaration

**(Rebate for claiming on Principal and interest amount of House Building Advance
(Give full details)**

S.No.	Particular	Remarks
1.	Name of the owner & Co-Owner of the House Property	
2.	Address of House Property (enclose documentary evidence)	
3.	Whether it is;	
	a. Purchase of ready built flat/house	
	b. Semi-built up house: or	
	c. Piece of land: on which house is constructed	
4.	Whether House loan taken, if yes,	
	a. Name & address of the bank/Organization; &	
	b. Date of loan (attach sanction/disbursement letter from bank)	
5.	Date of possession of house along with completion certificate	
6.	Whether the House Property is self occupied:	<u>Yes/No</u>
7.	Whether any part of this House Property is let out during the financial year? If yes, give details.	
8.	Housing Loan interest Due/paid/to be paid during the Financial Year ending 31 st March 2014 (attach prescribed certificate from Money Lender bank/Organization)	
9.	Out of the above housing Loan interest, how much is being claimed this yeas as deduction	
10.	Whether co-applicant is claiming any deduction from his/her income	
11.	Interest on HBA for Pre-construction period claimed during this year	
12.	Source(s) for repaying the Housing Loan (Principal and interest, both)	
13.	In case of Co-owner/Co-borrower, Give full details about his/her employment/profession in a separate sheet	
14.	House Property is declared in Annual Declaration of Property statement	<u>Yes/No</u>

Date:

(Signature)

Name of Employee:

Employee Code:

Department where posted:



Form II

Declaration

(Employees, who are in receipt of house rent allowance (HRA) and want to get exemption of HRA under section 10 (13A) in computing of total income, should furnish/declare the following particulars)

S.No.	Particulars	Remarks																								
1.	Monthly rent (All receipts must be enclosed in the prescribed pre-printed format) computer generated receipts will not be considered																									
2.	House Owner's Name Address: Telephone No.																									
3.	PAN of House Owner																									
4.	Address of House taken on rent (Address should be get verified by the Personnel Branch as per office record)																									
5.	Total Amount of rent paid/will be paid during the financial year 2013-14.	<table border="1"><thead><tr><th>April 13</th><th>May 13</th><th>June - 13</th><th>July 13</th></tr></thead><tbody><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr><tr><th>Aug - 13</th><th>Sep - 13</th><th>Oct - 13</th><th>Nov - 13</th></tr><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr><tr><th>Dec- 13</th><th>Jan -13</th><th>Feb - 13</th><th>March - 13</th></tr><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr></tbody></table>	April 13	May 13	June - 13	July 13	Rs.	Rs.	Rs.	Rs.	Aug - 13	Sep - 13	Oct - 13	Nov - 13	Rs.	Rs.	Rs.	Rs.	Dec- 13	Jan -13	Feb - 13	March - 13	Rs.	Rs.	Rs.	Rs.
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Dec- 13	Jan -13	Feb - 13	March - 13																							
Rs.	Rs.	Rs.	Rs.																							
6.	Copy of Rent Agreement should be attached in support of amount of rent shown in column No. (v).																									

Date:

(Signature)

Name of Employee:

Employee Code:

Department where posted: