



शहीद सुखदेव कॉलेज ऑफ़ बिज़नेस स्टडीज़  
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(दिल्ली विश्वविद्यालय) / (UNIVERSITY OF DELHI)



Ref.: SSCBS/Accounts/2022-23/ 590

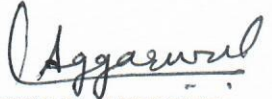

Dated: 24.08.2022

**CIRCULAR**

All members of staff are requested to fill the attached proforma with a self-attested copy of relevant documents for claiming Income Tax rebates/deductions etc. for the financial year 2022-23 (Assessment Year 2023-24).

Those employees who wish to make savings at a later stage shall inform the office in advance. In case the same is declared at a later stage, excess deduction of income tax, if any, shall have to be claimed from the Income Tax Department.

The duly filled proforma shall be submitted in Accounts Section **LATEST BY 15.09.2022**,

  
SECTION OFFICER  
(ACCOUNTS)  


Copy to:

1. Mr. Sumit Lamba, Sr.P.A. – for information of the Principal Office and email to all staff members.
2. Mr. Mayank Sahni – to upload the circular on the college website

Statement showing particulars of claims by an employee for deduction of tax under section 192 for F.Y. 2022-23

Name	Designation
PAN	Mobile
Address	
Select the Tax Scheme to be availed	New Tax Scheme <input type="checkbox"/> Old Tax Scheme <input type="checkbox"/>

Details of Income from any other source to be reported

S.No.	Source of Income	Amount (in Rs)
Total		

Details of claims and evidence thereof

S.No.	Nature of claim	Amount (in Rs)	Evidence
1	<u>House rent Allowance</u> a. Rent paid to Landlord b. Name of Landlord c. Address of Landlord d. PAN of landlord (PAN compulsory in case aggregate annual rent exceeds Rs. 1 Lakhs)		
2	<u>Deduction of interest on loan (housing)</u> a. Interest payable. paid to Lender b. Name of Lender c. Address of Lender d. PAN of lender (Please attach Certificate (in original) to claim the rebate)		
Total			
3	<u>Deduction under Chapter VI-A</u> a. Contribution towards GPF/ CPF b. NPS Contribution (Limited to 10 % of salary (80 CCD (1) c. LIC/PPF d. Tuition fees (limited to 2 children) e. NSC/Mutual Fund f. Repayment of Housing Loan (Principal) g. Fixed Deposit with bank/ Sukanya etc h. Others		
Total			
4	Deduction U/s 80 D (Mediclaime) Deduction U/s 80 E (Higher education loan) Deduction U/s 80 CCD (1B) (NPS own Cont.) (Max. 50000/-) Deduction U/s 80 CCD (2) (NPS Govt. Cont.) Others, if any (please specify)		
Total			

I, hereby certify that the information given above is complete and correct.

Place  
Date

Signature of the employee  
Full Name :  
Designation