



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



Ref.: SSCBS/Accounts/2024-25/887

Dated: 10.10.2024

परिपत्र/CIRCULAR

सभी स्टाफ सदस्यों से अनुरोध है कि वे वित्तीय वर्ष 2024-25 (आकलन वर्ष 2025-26) के लिए आयकर छूट/कटौती आदि का दावा करने के लिए प्रासंगिक दस्तावेजों की स्व-सत्यापित प्रति के साथ संलग्न प्रोफार्मा भरें।

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 2024-25 (Assessment Year 2025-26).

जो कर्मचारी बाद में बचत करना चाहते हैं उन्हें कार्यालय को पहले से सूचित करना होगा। यदि इसे बाद के चरण में घोषित किया जाता है, तो आयकर की अतिरिक्त कटौती, यदि कोई हो, का दावा आयकर विभाग से करना होगा।

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.

विधिवत भरा हुआ प्रोफार्मा 25.10.2024 तक लेखा अनुभाग में जमा किया जाएगा।

The duly filled proforma shall be submitted in Accounts Section **LATEST BY 25.10.2024.**

(Signature)

अनुभाग अधिकारी
(लेखा अनुभाग)

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. 2024-25

Name	Designation	
PAN	Mobile	
Address		
Select the Tax Scheme to be availed	New Tax Scheme <input type="checkbox"/>	Old Tax Scheme <input type="checkbox"/>
if not selected, the new income tax regime will be set as the default option		
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	<u>Deduction U/s 80 D (Mediclaime)</u> <u>Deduction U/s 80 E (Higher education loan)</u> <u>Deduction U/s 80 CCD (1B) (NPS own Cont.)</u> <u>Deduction U/s 80 CCD (2) (NPS Govt. Cont.)</u> 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