

**OFFICE OF THE RESIDENT MEDICAL OFFICER
CENTRAL JAIL HOSPITAL, TIHAR
NEW DELHI-64**

No. Accounts/CJH/1351-1366

Dated 27/9/12

CIRCULAR

All the Medical/Paramedical Staff, who are drawing their salary from RMO Office, are hereby requested to submit the details of their savings in order to calculate the income tax for the financial year 2012-13 to Accounts branch (RMO Office) latest by 30.11.2012. They are also requested to submit the proof of savings already made and likely to be made up to 31.03.2012. with undertaking, so that the income tax could be deducted from the salary accordingly, failing which the income tax will be calculated on the basis of savings available in the pay bill register and full tax will be deducted and refund, if any, will be claimed by the individual themselves from the income tax authorities.

It is observed that some of the officials/officials has claimed house rent rebate for the rent paid by them. They are requested to provide the following documents to avail the house rent rebate.

1. The receipts which are more than Rs. 3,000/- per month are advised to provide the receipts of the rent paid for the year i.e. all the receipts for the financial year 2012-13.
2. A rent agreement duly supported by a proof to establish the agreement is made with the owner of the house. (Copy of any one of the receipts of electricity, water & house tax).
3. A form No. 10BA attached with this circular which is issued; the income tax authorities may also be filled up. (The term previous year means the previous assessment year i.e.2012-13.)

In the absence of the above documents it may not be possible to allow the house rent rebate by the DDO. In such cases the claim is to be settled with the income tax authorities.

All the officers/officials are requested to submit their PAN No, who is not submitted earlier, along with photocopy of the Permanent Account Number (PAN) card to facilitate the filing of returns through ECS to income tax department.

P & I SECTION

(P.H.O.)

Dak Received ... 27/12/76509

Dated: ... 28.09.12


DDO/AAO(CJH)

FORM NO. 10BA

[See rule 11B]

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

I/We _____ (Name of the assessee with permanent account number) do hereby certify that during the previous 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 Rs. _____ in cash/through crossed cheque, bank draft towards payment of rent to Shri/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).