

**TRANSPORT DEPARTMENT
GOVT. OF NCT OF DELHI
5/9, UNDER HILL ROAD DELHI-54
(ACCOUNTS BRANCH)**

F.1(3)(19)/Accts/Tpt/I.Tax/2016-17/

Dated: 17 / 11 / 2016

CIRCULAR

All the officer/officials are requested to submit information regarding their saving other than GPF/UTGEIS/DHS and refund of HBA in the Performa enclosed in the Accounts Branch latest by 05.12.2016, so that their saving may be taken up for allowing rebate while computing Income Tax due on their salaries.

All the **Officers/Officials/ Branch In-charge** are further requested to bring the content of this circular to the notice of all concerned officials working under them and direct to submit the information in the enclosed Performa along with copies of their savings if any within the stipulated period. **"All Officers/ Officials are requested to submit their photocopy of PAN Card, if not submitted earlier."**

In case no savings/declaration has been received by 05.12.2016 in account branch the tax shall be deducted on the basis of available record from the salary of December 2016 onwards.

Enc. AS above.


D.D.O.

F.1(3)(19)/Accts/Tpt/I.Tax/2016-17/ 1742- 47

Dated: 17 / 11 / 2016

Copy To:-

1. Sp. Commissioner/PS to Spl. Commissioner(Tpt)/PS to Spl. Commissioner(Finance)
2. All Dy. Commissioners
3. All MCOs/All PCCs
4. OIC/CTB/PRO/EO(HQ/System analyst/A.S. (STA)/ADC, PCC
5. All Branch In-charges

✓ S.S.A. with the request to upload on Tpt. Dept. Site with encl.


D.D.O.

05-12-2016 9
TO BE SUBMITTED BY 18.12.2016

TRANSPORT DEPTT: GOVT OF NCT OF DELHI
INCOME TAX DECLARATION FORM
(F.Y. 2016-17 A.Y. 2017-18)

1. PAN NO. (Photocopy may be attached): _____
2. Name (In Block Letters) _____
3. Designation _____
4. Branch YES/NO () _____
5. Whether any conveyance provided _____
6. Whether or not in receipt of any conveyance allowance during 2016-17 _____
7. Whether or not in receipt of HRA YES/NO () _____
8. Whether living in own house/Govt. _____
9. Whether claiming exemption u/s 10 for HRA _____
(If yes, the amount of rent paid/to be during 2016-17 (original receipts from land – lord for july-2016 and jan-2017) address duly verified from service records may be attached.)
10. Any other income that to be included for I. Tax _____

11. Savings

- (i) GPF/PPF _____
- (ii) CGEIS/UTGEIS _____
- (iii) LIC Premium _____
- (iv) ULIP (Jeewan Dhara/Jeewan Akshay/
Dhanraksha etc.) _____
- (v) Subscription to any special security _____
notified by the Central Govt.
- (vi) Contribution to approved
Superannuation Fund /pension Fund _____
- (vii) NSC _____
- (viii) Subscription to any special notified _____
- (ix) Repayment of Housing Building
From Govt./Bank/LIC/Coop Bank
/Housing Board / Development Authority _____
- (X) Mutual Fund _____
- (xi) Tuition fees paid _____
- (xii) Fixed Deposit for a minimum period of 5 _____
Year in the SBI/PSB ir Post office 5 year
Time Deposit scheme
- (xiii)
- (xiv)
- (xv)

Certified that the above information is correct.

Signature

Contact No. of the
Officer / official