

Government of NCT of Delhi
DEPARTMENT OF SOCIAL WELFARE
GLNS Complex, Delhi Gate, New Delhi-110002

No. F1 (Misc) AO I | DSO | Pt. File | I.T. | 2017-18 | 25260-266 Dated: Dec./ /2017

CIRCULAR

05 DEC-2017

The financial year 2017-18 (Assessment year 2018-19) is already on and deduction of Income tax is to be effected from the salary, taking into consideration the previous year tax and this year income under the Head "Salaries" all the officers/officials are hereby requested to furnish the anticipated/planned savings for this Financial year and anything else to seek rebate under appropriate sections.

The officers/officials, along-with declaration in form 10 BA, who want to claim rebate on HRA should mention in their application the address of the rented house, rent paid per month and enclose copy of Rent Deed executed and a copy of property tax return of the land-lord. Further, along-with proof of residence and proof of all savings on which rebates are sought certificate from the office of the spouse regarding non-claiming of rebate on HRA, Insurance, Policies, NSC's and other savings in the name of spouse and children for submission as and when asked for, are also required to be furnished.

Quoting of Permanent Account Number is essential as per instructions issued by Income Tax Department, Govt. of India while submitting anticipated savings to this office. It is mandatory to submit self-attested copies of PAN Card by the officers/officials. The officers/officials who have not applied for Permanent Account Number must apply for Permanent Account Number to the Income Tax Department, Govt. of India and submit a copy of the same to this office.

The above-said information should reach the Account Branch(HQ) latest by 15/12/2017 failing which it would be presumed that they have nothing to furnish about their savings income tax will be deducted without any further notice, taking into account the income under the head salary and savings viz. GPF/CPF, UTGEIS etc. as per the records.

AK

(Arun Kumar)

Drawing & Disbursing Officer (SW) (HQ)

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05 DEC 2017

Copy to:-

1. PS to Secretary (SW), GNCTD, Delhi Gate, New Delhi.
2. PS to Director (SW), GNCTD, Delhi Gate, New Delhi.
3. PS to Spl. Director (SW), GNCTD, Delhi Gate, New Delhi
4. H.O.O. (SW), Delhi Gate, New Delhi.
5. All Branch in-Charges of Department of Social Welfare (HQ), GNCTD with the request that the contents of the circular may also be brought to the notice of the staff working under them.

6. Notice Board. / web site of the Department

Dr. System Analyst

upload on departmental website

*465/cc
06/12/17*

*(MD) 06/12
06/12/17*

Sh. Abhishek Rao, A. S.

INCOME TAX DECLARATION FORM (F. Y. 2017-2018, A. Y 2018-2019)

1	Name in (block letters)	
2	Designation	
3	Branch	
4	PAN No.	
5	Whether any Conveyance provided	
6	Whether living in own house/rented/Govt. allotted house (Please mention Residential Address)	
7	Whether claiming exemption u/s 10 for HRA	
8	If yes, the amount of rent paid and to paid during 2017-18 (Original receipts from land lord for July 2017 and January 2018 to be attached) and a copy of rent agreement and along with 10 BA form property tax, return of Land Lord to be attached. Address duly verified from service record is attached.	
9	Any other income to be included for Income Tax (Rental income interest on savings, honorarium/fees etc.)	
10	For Deduction under section 80	
i)	Medical Insurance paid through cheque (80D) up to Rs 15,000/-	
ii)	Expenditure on treatment/maintenance/rehabilitation of any dependent who is suffering from permanent disability (should attach copy of certificate issued by Medical authorities in the prescribe form & manner). (80 DD) (Actual of Max. Rs 50,000/-) for severe disabilities Actual or Maximum Rs 1,00,000/-	
iii)	Special deduction to parent or guardian of patient suffering from Cancer or AIDs on treatment (Actual of Max. Rs.40,000/-) (if such dependent is a Sr. Citizen)(Actual Max. Rs. 60,000/-)subject to deduction of any amount received through Med. Insurance, if any (80DDB)	
iv)	Donation through cheque to specified charitable institutions (Furnish certificates from done (50% to 100% as the case may be (80G)	
v)	Assesses with disabilities (should attach copy of certificate issued by Medical Authorities in the prescribed form & manner (80U) (Max. Rs. 1,00,000/-)	
vi)	Interest paid during the year to any financial institution or charitable institution against loan taken for the purpose of higher education (80E) (Till the loan including interest is cleared or for a period of eight years whichever is earlier)	
II	For Rebate under Section 80C for Savings	
i)	GPF	
ii)	P.P.F.	
iii)	CGEIS/UTGEIS	
iv)	LIC Premium (limited to 20% of sum assured)	
v)	ULIP	
vi)	Subscription to any special security notified by the Central Govt.	
vii)	Contribution to approved Superannuation fund/Pension fund	

	NSC	
	Subscription to deposit of National Housing Bank	
	Repayment of House Building loan from Govt./Bank/LIC/Coop. Bank / Housing Board/Development Authorities.	
(xi)	Mutual fund	
(xii)	Pension plan of LIC or any other insurer notified by the Central Govt. (Jeewan Suraksha/Pension Fund (upto Rs. 15,000/- per annum.)	
(xiii)	Tuition Fee paid (for two children (Certificate from school authorities be attached).	
(xiv)	Fixed Deposit for a minimum period of 5 years in the SBI/PSB or scheduled Bank.	
(xv)	Any other savings	
	<p>CERTIFIED THAT ALL SAVINGS ARE FROM SALARY RECEIVED DURING FINANCIAL YEAR 2017-18.</p> <p>Signature.....</p> <p>Name.....</p> <p>Designation.....</p> <p>Date: -.....</p>	
	Note: -Photostat copies of all documents are to be attached duly signed by the individual and are to be presented in original for verification on demand.	

Form No. 10 BA

(See Rule 11B)

DECLARATION TO BE FILED BY THE ASSESSES

CLAIMING DEDUCTION U/80 GG

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 ofmonth 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 officer or employment or carry on
business or profession, or (a) 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) of u/s 23(2)(b).

Signature

FORM NO.12BB

(See rule 26C)

1. Name and address of the employee:			
2. Permanent Account Number of the employee:			
3. Financial year:			
Details of claims and evidence thereof			
Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	<p>House Rent Allowance:</p> <p>(i) Rent paid to the landlord</p> <p>(ii) Name of the landlord</p> <p>(iii) Address of the landlord</p> <p>(iv) Permanent Account Number of the landlord</p> <p>Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees</p>		
2	Leave travel concessions or assistance		
3	<p>Deduction of interest on borrowing:</p> <p>(i) Interest payable/paid to the lender</p> <p>(ii) Name of the lender</p> <p>(iii) Address of the lender</p> <p>(iv) Permanent Account Number of the lender</p> <p>(a) Financial Institutions(if available)</p> <p>(b) Employer(if available)</p> <p>(c) Others</p>		
4	<p>Deduction under Chapter VI-A</p> <p>(A) Section 80C, 80CCC and 80CCD</p> <p>(i) Section 80C</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p> <p>(ii) Section 80CCC</p> <p>(iii) Section 80CCD</p> <p>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</p> <p>(i) section.....</p> <p>(ii) section.....</p> <p>(iii) section.....</p> <p>(iv) section.....</p> <p>(v) section.....</p>		
Verification			
I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.			
Place.....		(Signature of the employee)	
Date.....		Full Name	
Designation			