

**TIME BOUND**  
**LAST DATE: 30.09.2018**

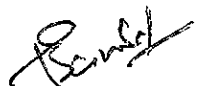
**OFFICE OF THE COMMISSIONER OF INDUSTRIES**  
**GNCT OF DELHI, UDYOG SADAN,**  
**PATPARGANJ INDL AREA,**  
**DELHI-110092.**

No.F.CI/Account/IT/2018-19 / 299-307

Dated: 06/09/2018

**CIRCULAR**

All the Officers/Officials are requested to furnish the details of Savings 2018-19 in the Prescribed Proforma (enclosed) to be Accounts Branch latest by 30.09.2018, failing which it is presumed that there is no savings & exemption other than details in PBR and necessary income tax will be deducted from the Salary on average basis as per Rule 192 or Income tax Act 1961 without further reference.

  
(R.K Bansal)  
Finance officer


**Encl: Proforma**

No.F.CI/Account/IT/2018-19

**Dated:**

Copy to the following for information and necessary action:-

01. PS to Pr. Secy-cum-Commissioner of Industries.
02. PA to Spl. Commissioner of Industries.
03. All Branch Incharge with the request to inform all officers/officials working under their control.
04. System Analyst with the request to upload the circular along with encloser on the Website of the Department.
05. AAO/DDO Industries Department
06. All Dealing Assistant of Accounts Section.
07. Guard File.

  
(R.K Bansal)  
Finance officer

ACCOUNTS BRANCH CODE NO.									
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**SAVINGS DECLARATION FOR CALCULATION OF INCOME TAX FOR THE FY : 2018-19**

1	PAN NO.								
2	Name (in block capitals)								
3	Designation								
4	Mobile No.								
5	Residential Address : (if claiming exemption of HRA u/s 10, Please get the address verified from Admn Branch as per Service Book)								
6	Whether any conveyance provided								YES / NO
7	Whether receiving HRA or not								YES / NO
8	Whether claiming exemption in r/o HRA U/S 10								YES / NO
9	If yes, the amount of rent paid and to be paid during 2017-18 (Original rent receipts from land lord for July 2017 and Jan, 2018) [Also attach declaration in Form No. 10BA as per specimen given herein below]								
10	Any other income that to be Included for I.Tax :- 1. Honorarium Rs...., 2. Interest on NSC Rs.. 3. Interest from Bank Deposits Rs... 4. Rental Income Rs_ 5. Pension Rs_ 6. Any Other Income(Pl Specify_____)								Rs.
11	For deductions under Section 24, 80D 80DD, 80 DDB, 80G, 80U:								
	i.	Interest on borrowed capital [24] (Please attach computation (in case of HBA/Certificate from Financier.							Rs.
	ii.	Medical insurance paid through any mode other than cash [80 D] (Max. Rs. 25000)							Rs.
	iii.	Expenditure on treatment/maintenance/rehabilitation of any dependant who is suffering from permanent disability (attach copy of certificate issued by medical authorities in the prescribed forms & manner) (80DD)(Rs.75,000/1,125,000/-)							Rs.
	iv.	Special deduction to parent or guardian of a patient suffering from Cancer or AIDS on treatment {Actual or Max. Rs. 40000} (if such dependant is a Sr. Citizen {Actual or Max. Rs. 60000} subject to any amount received through Med. Insurance [80 DDB]							Rs.
	v.	Donations through cheque to specified charitable institutions (to furnish certificate from donor) {50 % or 100% as the case may be } (80G)							Rs.
	vi.	Assessee with disabilities - {Should attach copy of certificate issued by medical authorities in the .prescribed form & manner} (Rs.75,000/1,25,000/- (80U)							Rs.
12	Deduction under Section 80C, 80CCC, 80CCD - subject to Max. Rs.1.5 lakh								
	i	G.P.F.							Rs.
	ii	CGEGIS/CGIS							Rs.
	iii	P.P.F.							Rs.
	iv	P.LI. - A/c No_							Rs.
	v	Tuition fee paid (Limited to 2 children) {Certificate from the school/college be attached}							Rs.

vi	N.S.C. VIII Issue	NSC No	Date	Amount	Rs.
vii	Mutual Fund				Rs.
viii	Life Insurance prem. (limited to 10% of sum assured and persons with severe disability limited to 15%) (80C(3) & 80C(3A) / Pension Plan				Rs.
	1) Policy No.....Date.....		Rs.		
	2) Policy No.....Date.....		Rs.		
	3) Policy No.....Date.....		Rs.		
	4) Policy No.....Date.....		Rs.		
	5) Policy No.....Date.....		Rs.		
	Total Life Insurance premium:-			Rs.	
ix	Fixed Deposit for a minimum period of 5 years in the State Bank of India or Public Sector Bank or Scheduled Bank or Post Office Five Year Tax Saving Scheme.				Rs.
x	Repayment of House Building loan (Principal amount) from Govt./Bank/LIC/Coop Bank/ Housing Board/Development authority				Rs.
xi	ULIP				Rs.
xii	Contribution to approved superannuating fund/pension fund by the Govt.				Rs.
xiii	Subscription to any savings certificate specified by the Govt.				Rs.
xiv	Contribution to the New Pension Scheme, limited to 10% of salary				Rs.
xv	Subscription to any such deposit scheme of public sector company of any authority constituted in India which is engaged in long-term financing or construction / purchase of house for residential purpose or any authority constituted in India for the purpose of planning, development, improvement of cities etc.				Rs.
xvi	Subscription to any special security/deposit scheme of the Central Govt.				Rs.
xvii	Subscription to equity shares/debentures forming part of any "eligible issue of capital"				Rs.
xviii	Accrued interest on NSC (please furnish details as under)				Rs.
	S.No	Year of purchase	Certificate No & Date	Amount	Interest
					Rs.
					Rs.
Total Deductions under Section 80C, 80CCC, 80CCD (From Column 12(i) to 12(xx) :-					Rs.

Certified that all expenditure/savings mentioned herein above are met out from my salary received during financial year 2017-18 & the payments were made through Cheque.

### UNDERTAKING

I hereby undertake that I will submit the proof of followings before 10<sup>th</sup> Jan, 2019

S.No.	Name of Instruments	Amount
1.		Rs.
2.		Rs.
3.		Rs.
4.		Rs.
<b>TOTAL:</b>		<b>Rs.</b>

Signature .....

Name .....

Designation .....

**NOTE :** Self attested Photostat copies of all the documents are to be attached and to be shown in original for verification on demand.