

Government of NCT of Delhi
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, FERROZSHAH KOTLA, DELHI GATE
NEW DELHI-110002

F.No 1 (Misc) AO – II / DSW / Pt.File / I.T / 2018-19 / 12485-12489

Dated:

1 DEC 2020

CIRCULAR

The Financial year 2018-19 (Assessment year 2019-2020) is going to be completed soon 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 here by requested to furnish the anticipated / planned saving for this Financial year and anything else to seek rebate under appropriate sections.

The officers / officials, along with declaration in from 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 saving on which rebated are sought certificate from the office of the spouse regarding non-claiming of rebate on HRA, Insurance, Policies, NSC's and other saving 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 instruction issued by Income Tax Department, Govt. of India while submitting anticipated saving to this offices. 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 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 15/12/2020 failing which it would be presumed that they have nothing to furnish about their saving income tax will be deducted without any further notice, taking into account the income under the head salary and saving viz. GPF / CPF, UTGEIS etc. as per the records.



(Arun Kumar)

Drawing & Disbursing Officer (SW) HQ

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Copy to:

1. PS to Secretary (SW), GNCTD, Delhi Gate, New Delhi.
2. PS to Director (SW), GNCTD, Delhi Gate, New Delhi.
3. H.O.O (SW), Delhi Gate, New Delhi.
4. All Branches 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.
5. Notice Board.