

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF NCT OF DELHI
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG
NEW DELHI-110001

No. F.1/Accounts/Income Tax/18-19/

Dated:

CIRCULAR

Subject: Income Tax Declaration for the F.Y. 2018-19 (Asstt. Year 2019-20).

According to the income tax guidelines, income tax is deductible annually for each financial year commencing from 1st April and ending on the 31st March. The Employer has responsibility to deduct income tax from the salary of employees and deposit in Government Account before the due date as prescribed by the Income tax department.

It is, therefore, requested to all officers/officials working at WCD (HQ) to **declare their investments/savings/income from other sources in the enclosed format along with the documentary proofs in support of rebate to be claimed for the financial year 2018-19 (Asstt. Year 2019-20)**

The duly filled in declaration form **shall furnish to the DDO, Accounts Section (HQ) by 05.12.2018 positively**, otherwise the Income Tax, as per available information, shall be deducted from the individual's salary for the month of December 18 to February 2019.

Encl.: As above.

(SANJAY SHARMA)
D.D.O (HQ)

No. F.1/Accounts/Income Tax/18-19/ 31378-81

Dated: 19 NOV 2018

Copy forwarded to the following for information and necessary action:

1. All officers/officials working at WCD (HQ).
2. OSD to Director (WCD).
3. PA to Joint Director (WCD)
- ✓ 4. Asstt. Programmer for uploading on website.

(SANJAY SHARMA)
D.D.O (HQ)

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	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees.		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C,80CCC and 80CCD (i) Section 80C (a) (b) (c) (d) (e) (f) (g) (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, (i) section..... (ii) section..... (iii) section..... (iv) section..... (v) section.....		
Verification			
I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.			
Place..... Date..... Designation		(Signature of the employee) Full Name	