

No. CUJ/Finance/IncomeTax/25/ 388

Dated: 05th January, 2021

Notice

Sub: Circulation of Income Tax Self-Declaration Proforma.

This is for information to all concerned that self-declaration proforma (enclosed) under section 192 of the Income tax Rules, 1962, for claims of proposed deduction, is available on the University website. All concerned employees are requested to submit the filled in proforma for the assessment year 2022-23, to the Finance Department, CUJ latest by 10/01/2022. In case of non-submission, Finance Department shall deduct the appropriate TDS considering no deduction from the claimant.

2. This issues with the approval of the Competent Authority.



Finance Office (I/c), CUJ

Encl.: As Above.

Copy for information to:

- (i) All Deans/Heads/Coordinators of Department, CUJ.
- (ii) Dean, Academics Affairs
- (iii) Dean, Research & Development (R&D) Cell
- (iv) Librarian/C.O.E/DSW/Chief Proctor
- (v) I.C Estates/I.C Technical Cell/I.C Guest House
- (vi) All D.Rs/A.Rs/M.O/S.O/Employees of CUJ
- (vii) PS to the Hon'ble V.C
- (viii) PS to the Registrar
- (ix) P.S to the F.O
- (x) Guard File

FORM 12BB
INCOME TAX RULES, 1962
(see rule26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee:

2. Designation :

3. Permanent Account Number

4. Contact No.: _____ Email Id: _____

5. Financial Year:

6. Tax Regime: NEW or OLD (tick one)

| Details of claims and evidence thereof | | | |
|--|--|--------------|---|
| SL. No. | Nature of Claim | Amount (Rs.) | Evidence/Particulars Required |
| (1) | (2) | (3) | (4) |
| 1. | House Rent Allowance (i) Rent Paid to the landlord: (ii) Name of Landlord: (iii) Address of Landlord: (iv) PAN of the Landlord: | | Original Rent Receipts (with Revenue Stamp above Rs.4999/-) or Rent Agreement. Receipt should contain PAN of Landlord if Rent for the year exceeds one Lakh. |
| 2. | Leave Travel Concession or assistance | | Office Order |
| 3. | Deduction of interest or borrowing: (i) Interest payable/paid to the lender: (ii) Name of the lender: (iii) Address of the lender: | | Certificate from Bank / Financial Institution/ Lender |
| 4. | Contribution to National Pension System notified by Central Government-80CCD(1) | | Copy of Payment Receipt / Passbook |
| 5. | National Pension System-80CCD(1B) | | Copy of Payment Receipt / Passbook |
| 6. | Mediclaim – 80D (Self, Family & Parents) | | Mediclaim Policy Copy or Premium Certificate |

| SL. No. | Nature of Claim | Amount (Rs.) | Evidence/Particulars |
|---------|---|--------------|--|
| (1) | (2) | (3) | (4) |
| 7. | Medical Expenditure for Himself, Family, Parents (Sen. Citizen or not) (not having Mediclaim Policy) -80D | | Original Medical Bills |
| 8. | Expenditure on Maintenance or Medical treatment being Dependant with – Disability | | Certificate from Prescribed Authority in Rule 11A Form No. 10-IA Sec. 80DD |
| 9. | Expense on Dependent for Specified Disease | | Prescription from Prescribed Authority in Rule 11DD Sec. 80 DDB |
| 10. | Person with disability | | Certificate from Prescribed Authority as per Rule 11A Form No. 10-IA |
| 11. | <p>Deduction under Chapter VI-A</p> <p>(A) Section 80C, 80CCC and 80CCD:</p> <p>(i) Section 80C:</p> <p>1. Public Provident Fund</p> <p>2. Life Insurance Premium (beyond salary savings)</p> <p>3. Repayment of Housing Loan Principal</p> <p>4. Mutual Fund (Equity)</p> <p>5. NSC Purchased during the year</p> | | <p>Copy of Payment Receipt / Passbook</p> <p>Copy of Premium Payment Receipt</p> <p>Certificate from Bank / Financial Institution</p> <p>Statement of Holding</p> <p>Copy of NSC Certificate/s</p> |

| SL. No. | Nature of Claim | Amount (Rs.) | Evidence/Particulars |
|---------|--|--------------|---|
| (1) | (2) | (3) | (4) |
| | 6. Interest on NSC Purchased | | Statement regarding date of purchase & amount |
| | 7. Tuition Fees (upto Two Children) | | Copy of Payment Receipt from School |
| | 8. National Saving Scheme | | Copy of NSS Certificate/s |
| | 9. Tax Savings Fixed Deposit (More than 5 Years) | | Copy of FD Receipt |
| | 10. Sukanya Samriddhi Account | | Copy of Deposit Receipt |
| | 11. Any Other..... | | Receipt from appropriate authority |
| | (ii) Section 80CCC | | |
| | (iii) Section 80CCD..... | | |
| 12. | (B) Other sections (80E, 80G, 80TTA etc.) Under Chapter VI-A | | Receipt from appropriate authority |
| | (i) Section..... | | |
| | (ii) Section..... | | |

| | | | |
|--|--------------------|--|--|
| | (iii) Section..... | | |
| | (iv) Section | | |
| | (v) Section..... | | |

Any Other Income:

| SL. No. | Nature of Income | Amount (Rs.) | Evidence/Particulars |
|---------|---|--------------|---|
| 1. | Savings Bank Interest | | Copy of Passbook |
| 2. | Interest | | Copy of documents from bank |
| 3. | Exam. Remuneration / O.T. / H.A. Etc from B.U. Or from any other educational institution/s. | | Copy of documents received from institution/s |

VERIFICATION DECLARATION

I, declare that the above statement/information is true to the best of my knowledge and belief. In the event of any change that may occur during the year pertaining to the information given in the form, I undertake to inform the same to the university. Income Tax liability arising due to failure, if any, for not making / not intimating payment / investment made or proposed to be made by me and / or any wrong declaration would be my responsibility.

I further undertake to provide all documentary proofs of payment made by me before 15th January and in the event of failure to do so, the University can make full deduction of income tax dues from salary of January & February.

Place:

Date:

(Signature of the employee)

Full Name: