



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

website : www.ipu.ac.in

No. F. IPU/Accts/TDS/2020-21/204

Dated: 23/12/2020

Circular

Subject: Regarding Submission of Proof of Investment for the financial year 2020-21.

As per the income tax guidelines, the DDO has to deduct income tax liability from the salary of employees on monthly proportionate basis and deposit tax in Govt A/c before the due date as prescribed by the income tax department and file income tax returns on quarterly basis. Therefore the aggregate tax is calculated on the estimated income and income tax is to be deducted on average. Salary details, other income and expected taxes are available on employee login.

Therefore, all employees of the University are requested to submit their proof of investments/savings as per their declaration for financial year 2020-21 and enable Accounts Branch to calculate Income and income tax. The last date of submission of proof is on before 31st December 2020 . In case of non receipt of proof of investment, it will be presumed that there are no savings under various sections and income tax shall be deducted on the basis of saving details available in Accounts Branch.

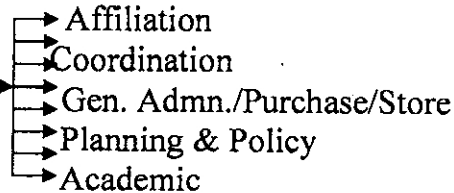
No saving will be accepted without PAN Number.

This issue with the approval of Controller of Finance.

(Savita Gupta)

Link-Drawing & Disbursing Officer

1. All Deans, University School of Studies.
2. All Directors.
3. Sup. Engineer, UWD.
4. All JR's/DR's/ADR's/AR's/PRO →
5. JR (Personnel)
6. FO-I/FO-II/FO-III.
7. AR to VC Secretariat.
8. PS to Registrar.
9. PS to COF.
10. PS to COE.
11. Server Room with the request to upload on University website along with HRA and HBA rebate forms.
12. Guard File.



for upload
TA, UITS
21-12-20



Form II

Declaration

(Employees, who are in receipt of house rent allowance (HRA) and want to get exemption of HRA under section 10 (13A) in computing of total income, should furnish/declare the following particulars)

S.No.	Particulars	Remarks			
1.	Monthly rent (All receipts must be enclosed in the prescribed pre-printed format) computer generated receipts will not be considered				
2.	House Owner's Name Address: Telephone No.				
3.	PAN of House Owner				
4.	Address of House taken on rent (Address should be get verified by the Personnel Branch as per office record)				
5.	Total Amount of rent paid/will be paid during the financial year 2020-21.	April 2020	May 2020	June - 2020	July 2020
		Rs.	Rs.	Rs.	Rs.
		Aug - 2020	Sep - 2020	Oct - 2020	Nov - 2020
		Rs.	Rs.	Rs.	Rs.
		Dec- 2020	Jan -2021	Feb - 2021	March - 2021
		Rs.	Rs.	Rs.	Rs.
6.	Copy of Rent Agreement should be attached in support of amount of rent shown in column No. (v).				

Date:

(Signature)

Name of Employee:

Employee Code:

Department where posted:



Declaration

**(Rebate for claiming on Principal and interest amount of House Building Advance
(Give full details)**

S.No.	Particular	Remarks
1.	Name of the owner & Co-Owner of the House Property	
2.	Address of House Property (enclose documentary evidence)	
3.	Whether it is; a. Purchase of ready built flat/house b. Semi-built up house: or c. Piece of land: on which house is constructed	
4.	Whether House loan taken, if yes, a. Name & address of the bank/Organization; & b. Date of loan (attach sanction/disbursement letter from bank)	
5.	Date of possession of house along with completion certificate	
6.	Whether the House Property is self occupied:	<u>Yes/No</u>
7.	Whether any part of this House Property is let out during the financial year? If yes, give details.	
8.	Housing Loan interest Due/paid/to be paid during the Financial Year ending 31 st March 2021 (attach prescribed certificate from Money Lender bank/Organization)	
9.	Out of the above housing Loan interest, how much is being claimed this yeas as deduction	
10.	Whether co-applicant is claiming any deduction from his/her income	
11.	Interest on HBA for Pre-construction period claimed during this year	
12.	Source(s) for repaying the Housing Loan (Principal and interest, both)	
13.	In case of Co-owner/Co-borrower, Give full details about his/her employment/profession in a separate sheet	
14.	House Property is declared in Annual Declaration of Property statement	<u>Yes/No</u>

Date:

(Signature)

Name of Employee:

Employee Code:

Department where posted: