

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

website : www.ipu.ac.in

No. F. IPU/Accts/TDS/2022-23/77-

Dated: 18/04/2022

Circular

Subject: Regarding Deduction of Income Tax from salary for the Financial Year 2022-23.

In accordance with the provisions contained in Section 204 of Income Tax Act, it is incumbent upon the DDO to compute the Income Tax on salaries of the employees and to deduct the same proportionately, in equal installments.

Therefore, all employees of the University are requested to intimate the details of their proposed savings for the financial year 2022-23 in the enclosed format latest by 20th April 2022 to enable Accounts Branch to calculate estimated Income and income tax, failing which it will be presumed that there are no additional savings to declare and income tax shall be deducted on average basis after consideration of saving details available with the Accounts Branch.

Submission of PAN is mandatory and No rebate on savings will be allowed if PAN is not mentioned.

This issues with the approval of Controller of Finance.



(Ekta Bhatnagar)

Drawing & Disbursing Officer

1. All Deans/Librarian.

2. All Directors.

All JR's/DR's/AR's/PRO

3. JR (Personnel)

4. FO-I/FO-II/FO-III.

5. AR to VC.

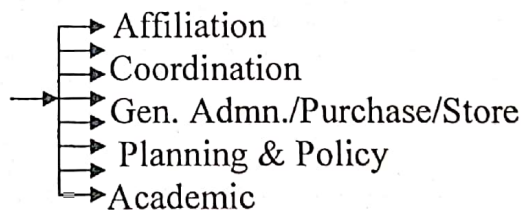
6. PS to Registrar.

7. PS to COF.

8. PS to COE.

9. Server Room with the request to upload on University website along with income tax investment declaration form for the year 2022-23.

10. Guard File .



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Sector-16C, Dwarka, New Delhi - 110 078

website: ipu.ac.in

INCOME TAX INVESTMENT DECLARATION FORM FOR THE YEAR 2022-2023

Name & Designation

Name of Department & Employee Code

PAN No. (Mandatory/ Compulsory to fill)

Mobile No. & E. Mail Address

Residential Address

Dear Sir/ Madam

Kindly consider the following investment proposal for computation of Income Tax for the year 2022-2023

S. No.	Investment Description	Section	Amount (Rs.)
1	MEDICLAIM PREMIUM (For Self, Spouse, Dependent Children & Parents) Maximum Limit Rs. 15000/- & Rs. 20000/- in case of premium on the health of Dependents above 65 years old otherwise of Rs.15000/-	80 - D	
2	EXPENDITURE ON HANDICAPPED DEPENDENTS/ Deposits made for maintenance of Handicapped Dependents (LIC, UTI etc.) Adhoc Amount of Rs. 50000/- & disability exceeding 80% the deduction will be Rs. 75000/- (Attach Govt. Hospital Medical Certificate)	80 - DD	
3	INTEREST PAID ON HOUSING LOAN. No Maximum limit for let out property. Maximum Limit for Self Occupied Property Rs. 30000/- (before 01-04-1999) & Rs. 200000/- (from 01-04-1999) (Submit Certificate received from Financial Institution/ Banks, Occupation Certificate, Form 12 C Declaration, Income from House. Prop. Computation Statement)	24(1)(vi)	
4	MEDICAL EXPENSES proposed to be incurred ON SPECIFIED DISEASES (AIDS, Cancer, Thalassaemia, Hemophilia, Chronic Renal Failure, Chronic Neurological Diseases) Maximum Rs. 40000/- & Rs. 60000/- in case aged above 65 years. (Attach Govt. Hospital Medical Certificate)	80 - DDB	
5	PERMANENT DISABILITY BENEFIT (SELF) - Adhoc deduction amount of Rs. 50000/- & Rs. 75000/- in case of disability exceeding 80%. (Attach Govt. Hospital Medical Certificate).	80 - U	
6	INTEREST ON EDUCATION LOAN (for self education) - No Maximum Limit	80 - E	
7	National Pension Scheme (Max Limit Rs.50,000)	80-CCD	
8	INVESTMENT UNDER OVERALL LIMIT OF Rs. 1.5 LAKH UNDER SECTION 80 C		
	(A) PENSION SCHEME INVESTMENTS	80 CCC	
	(B) HOUSING LOAN PRINCIPAL REPAYMENT	80 C	
	(C) PPF - PUBLIC PROVIDENT FUND	80 C	
	(D) PLI - Postal Life Insurance	80 C	
	(E) LIC - LIFE INSURANCE PREMIUM DIRECTLY PAID BY EMPLOYEE	80 C	
	(F) ULIP 1971-ULIP LINKED INSURANCE PLAN FROM UTI	80 C	
	(G) NSC - NATIONAL SAVING CERTIFICATE	80 C	
	(H) DEPOSIT UNDER POST OFFICE SAVING BANK (CTD) RULES, 1959	80 C	
	(I) NSS - NATIONAL SAVING SCHEME	80 C	
	(J) UTI - RETIREMENT BENEFIT PLAN	80 C	
	(K) INFRASTRUCTURE INVESTMENT - NOTIFIED U/S 10 (23D)	80 C	
	(L) MUTUAL FUNDS - NOTIFIED UNDER CLAUSE 23D OF SECTION 10	80 C	
	(M) ELSS - EQUITY LINK SAVING SCHEME OF MUTUAL FUNDS	80 C	
	(N) TUITION FEES FOR FULL TIME EDUCATION TO INDIAN SCHOOL, UNIVERSITY	80 C	
	(O) Fixed Deposits in Banks (Period as per Income Tax Guidelines)	80 C	
	(P) 5 years term deposit an account under Post Office Term Deposit Rules	80 C	
	(Q) Sukanya Samridhi Yojna	80 C	
	(R) Atal Pension Yojna	80 C	
	(S) Deposit in account under the senior citizens savings scheme rule 2004	80 C	
	(T) CPF/ GPF/ LIC (Salary Saving Scheme)	80 C	
	Grand Total		
	Grand Total of Column 7 for rebate under section 80 C		
8	HOUSE RENT PAYMENT (please attach Lease Agreement and rent receipt paid from April 2022 to March 2023 Monthly Rent _____ No. of Months _____)	10 (13A)	
9	ANY OTHER INCOME - (ATTACH DETAIL)		
	(A) INCOME FROM UNIVERSITY OTHER THAN SALARY		
	(B) INCOME FROM SOURCES OTHER THAN UNIVERSITY		
I undertake that, the proposed investment mentioned above will be completed and documentation in this regard will be submitted to Accounts Branch on or before 31st December 2022 for final computation of income tax for the year 2022-2023.			
Date			Employee Signature



Declaration (2022-23)

Form I

(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 2023 (attach prescribed certificate from Money Lender bank/Organization)	
9.	Out of the above housing Loan interest, how much is being claimed this year 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:



Declaration (2022-23)

Form II

(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 2022-23.	<table border="1"><thead><tr><th>April-2022</th><th>May-2022</th><th>June-2022</th><th>July-2022</th></tr></thead><tbody><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr><tr><td>Aug - 2022</td><td>Sep - 2022</td><td>Oct - 2022</td><td>Nov - 2022</td></tr><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr><tr><td>Dec-2022</td><td>Jan -2023</td><td>Feb - 2023</td><td>March- 2023</td></tr><tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr></tbody></table>	April-2022	May-2022	June-2022	July-2022	Rs.	Rs.	Rs.	Rs.	Aug - 2022	Sep - 2022	Oct - 2022	Nov - 2022	Rs.	Rs.	Rs.	Rs.	Dec-2022	Jan -2023	Feb - 2023	March- 2023	Rs.	Rs.	Rs.	Rs.
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Rs.	Rs.	Rs.	Rs.																							
Aug - 2022	Sep - 2022	Oct - 2022	Nov - 2022																							
Rs.	Rs.	Rs.	Rs.																							
Dec-2022	Jan -2023	Feb - 2023	March- 2023																							
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: