

4/12/2024

NOTICE

All the employees and pensioners/family pensioners are requested to submit the investments /savings proofs for the financial year 2024-2025 pertaining to the Income Tax. The details should reach us by 20/12/2024, Monday so that appropriate income tax could be deducted from the salary.

In case of non-receipt of any information it will be presumed that there are no savings under various sections to be made and income tax shall be deducted appropriately on monthly basis.

In case, if fail to submit the documents duly self-attested within the prescribed date, income tax as due shall be deducted from the salary for the same. For incorrect/false information the penalty/interest levied by the income tax department may be imposed.

Prescribed proforma attached herewith/available in the Accounts Section for the purpose of calculating Income Tax for the Financial year 2024-2025 (Assessment year 2025-2026)

THIS MAY BE TREATED AS MOST URGENT.

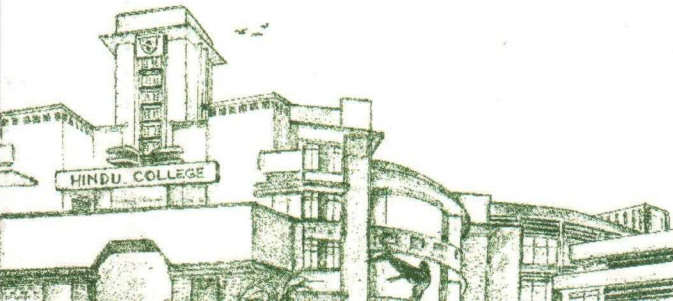

Principal

Notice forwarded to:-

1. Notice Board (Staff Room)
2. Physics
3. Chemistry
4. Botany
5. Zoology
6. Library
7. Administration
8. A.O.'s Room
9. Accounts (for compiance)

Prashant Chaudhary

5/12/24
Vijay



Hindu College, University of Delhi, Delhi-110007

हिन्दू महाविद्यालय, दिल्ली विश्वविद्यालय, दिल्ली-११०००७

Ph: 011-27667184 | दूरभाष: ०११-२७६६७१८४

HINDU COLLEGE : DELHI

Salary Page No. _____

FINANCIAL YEAR – 2024-2025

ASSESSMENT YEAR – 2025-2026

PARTICULARS REQUIRED FOR THE DEDUCTION OF INCOME TAX AT SOURCE

1. A) Name of the Employee _____
B) PAN No. _____
C) WARD/CIRCLE NO. _____
D) House (Rented or Own) _____
(if rented Amount of rent being paid on monthly
Basis : attach Rent Receipt, at least two) _____
2. A) Amount of L I C Prem. Paid directly during the year _____
(if any, attach photocopy) _____
B) Any other amount which qualify for rebate u/s 80 C _____
(Attach proof) _____
C) Amount of Interest paid/ payable on Housing Loan _____
(attach proof) _____
- 3 TOTAL SAVING U/S 80 C FROM ALL SOURCES _____
- 4 Any other Income from all sources _____
- 5 Installment received U/s 80 CCA/ 80CCB/NSS, if any _____

Certified that the employer has deducted the Income Tax on monthly average basis on my request and I will submit all documents/papers, if any, pertaining to above information latest by 20/12/2024 failing which the income tax due be deducted from my salary from the month of January & February - 2025.

Signature of Individual _____

Name _____

Designation _____

Department _____

Date : _____