

**FINANCE SECTION**  
**JAMIA HAMDARD, NEW DELHI-110062**

**25.05.2011**

**All Staff Members**

This is with regard to submission of proof of investments for the Financial Year 2011-12. The tax year is coming to an end on 31st March 2012 and we require you to submit the actual proof of tax saving investments by 31<sup>th</sup> of January 2012 so that tax due by you may be evenly spread over the remaining 2 months. Kindly go through this note in DETAIL.

**Please remember that the provision of Income Tax Proof relief is conducted on behalf of the Government of India and there is no scope for COMPANY to re-interpret the rules or provide exceptions to the requirements. It is ESSENTIAL that all required supporting are provided and staffs clearly follow the process as set out below.**

Please fill in the relevant investment details, attach the proofs with the declaration form and then submit the entire set for Processing.

Please note that in either case, number of documents attached must be mentioned.

**Documents required for various types of Investments:**

**Rent Receipts**

The First month (Apr 11 or month of joining) to Latest rent paid receipt in Original or a copy of the current rental agreement with the Landlord. (The receipt should necessarily have details like Name and address, signature of the Landlord and should be self attested by the employee). If you have already submitted the original receipt – Plz mention Original Rent receipt already submitted till \_\_\_\_\_ Month. Rent Receipts for the Month of Feb & March may be submitted on or before 20<sup>th</sup> March 2012.

In case of Rent exceed Rs.5000/- , then Revenue stamp should also be paste on Rent receipt.

**Copy of the receipt issued by the educational institution**

Note - Deduction will be **given only for tuition fees** paid during the financial year and not on development fees, donation, payment of similar nature, Van fees, sock, shoes etc. Deduction will be allowed only for 2 Children.

**NSC -**

Copy of the NSC certificate. Date of investment must be visible in the copy.

**Interest on NSC –**

Copy of the NSCs with year-wise statement of investment in NSC with following details (Attached is Table for calculation of interest applicable on NSC)

**Certificate NO**

**Purchase Date**

**Amount**

**Copy of deposit receipt**

Note: Copy of the passbook - page showing latest deposit and balance as on that date. If balance is not shown then copies of all pages where investment between April 2011 and March 2012 is recorded

**Principal repayment -**

Certificate of Repayment from the Financial institutions (HDFC / LIC Housing Finance/ etc) giving the break up of Principal and Interest repayment in the Financial Year. You can request for a provisional certificate from the lending institution. The Stamp duty and Registration fee incurred towards purchase of House property can also be claimed under this limit.

Note - Proof for such payment or documentary evidence of the expenditure (viz. Receipt, copy of agreement/deed) is to be produced.

**Interest on Housing Loan –**

(Where House property is Self occupied) –

Certificate as mentioned under 'Principal repayment' section. This is for Interest on Self Occupied Housing property.

**Income or Loss on House Property –**

(Where House property is Rented) –

In addition to the above, duly filled up Form of declaration needs to be submitted along with computation duly signed.

**Copies of all the Premium receipts PAID by the employee**

(in this Financial Year). In case any premium is due in March 2012, then either you can pay the premium before the cutoff date and produce the proof or the deduction can be availed with the Income Tax return filing. This is as per the Income Tax provisions.

**PPF –**

Copy of the stamped deposit receipt or Copy of Passbook duly attested

**ULIP –**

Copies of all the Premium receipts paid (in this Financial Year).

**Sec 80U –**

Any assessee suffering from a permanent physical disability (including blindness) or is subject to mental retardation, on the production of medical certificate from Government Hospital in the prescribed form and manner, along with a Return of Income, shall be allowed a deduction of Rs.50,000. Where such assessee is a person with severe disability, a deduction of Rs.75,000 can be claimed.

**Sec 80D –**

Xerox copy of the premium receipt paid by the employee, issued by the insurer

**Sec 80DD –**

The permanent physical disability or mental retardation of the dependent relative has to be certified by a physician, surgeon, oculist or practitioners working in a govt. hospital & Self declaration by employees duly certifying amount spent on treatment, training or rehabilitation of the handicapped dependent or the amount paid to LIC/UTI for the policy).

**Sec 80G –**

Any person or 'assessee' who makes an eligible donation is entitled to get tax deductions subject to conditions. ***This section does not restrict the deduction to individuals, companies or any specific category of taxpayer.***

**I.E. NO DEDUCTION WILL BE MADE IN RESPECT OF ANY DONATION IN FORM 16. YOU WILL HAVE TO CLAIM DEDUCTION OF DONATION AT THE TIME OF FILING OF RETURN ITSELF. COMPANY WILL NOT TREAT IT AS TAX DEDUCTION.**

**Declaration for investments made in spouse/child's name:**

For any investments made in the names of the spouse or child of the employee, the employee must provide a Self Declaration that the investments are being claimed by him/her only and not by any other person.

**Originals Mandatory for:**

Declaration for investments in the name of spouse, dependants, signed by the employee

- Housing loan repayment - Certificate from the financial institution (HDFC / LIC Housing Finance / etc) giving the break up of Principal and Interest repayment in the Financial Year
- Rent Paid: First month to Latest month rent receipt. (More details under respective section above).
- Form 12 b along with annexure: Original signed by the employee and TAX Computation sheet attested by an authorized officer of the previous employer(s).
- Computation for loss on house property [for those who claim loss under house property income]
- Proof Declaration form: Original signed by the employee

**Xerox sufficient for:**

Items other than mentioned above.

For Investments falling due (eg. LIC, Infrastructure bonds, etc.) after the Cutoff date (31<sup>st</sup> Jan 12) you can submit the details during the period 1<sup>st</sup> March 2012 till 18<sup>th</sup> March 2012 only.

**Points To Be Remembered**

**IF THE PROOFS ARE NOT SUBMITTED WITHIN THE MENTIONED CUTOFF DATE, YOUR TAX WILL BE COMPUTED PRESUMING YOU ARE NOT CONTINUING WITH YOUR INVESTMENT PLAN AS DECLARED EARLIER & APPLICABLE TAX SHALL BE DEDUCTED IN FEB 12 & MAR 12. MENTION YOUR NAME ON ALL THE COPIES OF THE PROOFS SUBMITTED.**

Thanks & Regards ,

**FINANCE OFFICER**