



Delhi College of Arts & Commerce

(University of Delhi)

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Dated : 05.12.2018

Ref. No.....

NOTICE

It is notified for the information of all Teaching and Non-teaching staff members (Regular /Pensioner) of the College whose gross salary/ Pension income during the financial year 2018-2019 would exceed Rs. 2,50,000/, Rs. 3,00,000/- or Rs. 5,00,000/- as the case may be, depending upon the age of the employee/ pensioner, are requested to furnish a statement in the proforma, Form No-12BB (Published by Income Tax Department, for the purpose) along with relevant documents/ evidence in original or photocopy (Self attested) as per rules, to the Administrative Officer (Accounts) on or before 25 December, 2018 for avoiding any chance of excess deduction of Income Tax. In case the statement is not furnished on or before the above mentioned date, income tax for the Financial Year 2018-2019 (Assessment Year 2019-20) will be computed, as per CBDT Circular, under the head "Salaries", on the basis of the details available in the account Section records and deduction/recovery will be effected accordingly from the salary / pension for December 2018 onwards. The proforma (Form-12BB) is available with Sh. Surender Singh Rawat in Teaching Staff Room as well as College Website under the tab Heading "Download", or can be downloaded from website of Income Tax Department.

Further, it also be noted that No claim of exemption/ rebate, under any section of Income Tax, shall be considered without attaching the relevant evidence or undertaking duly signed/ allowed by the DDO/ Principal.


(DR. RAJIV CHPORA)
OSD-PRINCIPAL

Copy to:

1. Notice Board
2. College Website

FORM NO.12BB

(See rule 26C)

1. Name and address of the employee:			
2. Permanent Account Number of the employee:			
3. Financial year:			
Details of claims and evidence thereof			
SI No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C,80CCC and 80CCD (i) Section 80C (a) (b) (c) (d) (e) (f) (g) (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (i) section..... (ii) section..... (iii) section..... (iv) section..... (v) section.....		
Verification			
I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.			
Place.....		(Signature of the employee) Full Name	
Date.....			
Designation			

FORM NO.12BB (See rule 26C)

1. Name and address of the employee:

2. Permanent Account Number of the employee:

3. Financial year:

4. Name of Institution:

Details of claims and evidence thereof

SI No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
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