



Delhi College of Arts & Commerce

(University of Delhi)

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Mr Amit
Fr website

22/11/2020

Dated: 02.11.2020

Ref. No.....

NOTICE

It is notified for the information of all Teaching and Non-teaching staff members (Regular /Pensioner) of the College that as per the Income Tax Rules 2020 two options have been facilitated to the taxpayers regarding TDS (Tax to be deducted at source) from their Salary / Pension for the Financial Year 2020-21 (A. Y. 2021-22). They either may opt the new inserted Section (115BAC) or the previous one.

In the above view, all regular / Pensioner staff members are requested to inform to the Account Section, about their selection for computing the TDS, by submitting the New Option/intimation Form or Form 12BB, (as the option may be) to the Administrative Officer (Accounts) or Sh. Santosh Pal, (Jr. Asstt- Accounts) on or before 24 November, 2020 for avoiding any chance of excess deduction of Income Tax, from the salary / pension for November, 2020 onwards.

The Forms are available with Sh. Santosh Pal (Account Section) or Office Attendant in Teaching Staff Room as well as College Website under the tab Heading "Download", and also can be downloaded from College website.

If such intimation is not made by the employee/ pensioner, the college shall make TDS, as the information available in the Account Section, without considering the provision of Section 115BAC of the Act and they are required to do so as per the guidelines made by the Income Tax Department for this purpose accordingly:

It also be noted that No claim of exemption/ rebate, under any section of Income Tax, shall be considered without attaching details, the self-attested documents related to investments by the claimant along with Form 12BB, the relevant evidence or undertaking duly signed/ allowed by DDO/ Principal.

Further, it is likewise added for 12BB that the House Rent exemption will be considered as per the duration shown in rent agreement and the rent receipts are also required for the respective months accordingly. Alteration in the duration and rent receipts will be considered only on the written consent and duly permitted by the DDO/ Principal/ Administrative Officer which may be presented to the Audit Parties as and when they audit the same.


(DR. ANURADHA GUPTA)
Acting-PRINCIPAL

Copy to:

1. Notice Board
2. College Website

Option / Intimation Form
(Under Section-115BAC)

The Principal,
Delhi College of Arts & Commerce,
Netaji Nagar, New Delhi-110023.

Respected Madam,

I, _____
(Name in Capital Letters)

Designation _____

Department _____

opt the New TDS (Tax to be deducted at Source) Scheme under Section 115BAC of the Income-tax Act, 1961, inserted by the Finance Act, 2020 for computing my TDS for the Financial Year -2020-21 (Assessment Year 2021-22).

Signature of the employee/ pensioner

Dated: _____

Place : _____

DELHI COLLEGE OF ARTS & COMMERCE
NETAJI NAGAR : NEW DELHI-110023

FORM NO.12BB

(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee:.....

2. Permanent Account Number of the employee:

3. Financial year: **2020-21 (A. Y. 2021-22)**

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 Rs. (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		

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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.

(Signature of the employee)

Full Name.....

Designation

Place.....

Date