



# दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)  
(University of Delhi)

नेताजी नगर, नई दिल्ली-११००२३  
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संदर्भ सं./Ref. No.....

DCAC/2023/945

दिनांक/ Date.....

30.11.2023

## NOTICE

It is notified for the information of all Teaching and Non-Teaching staff members (Regular/Adhoc/Pensioners) of the College to submit a certificate opting **one option out of Old Tax Regime or New Tax Regime latest by 18.12.2023.**

Those who are opting Old Tax Regime are also required to furnish a statement in the proforma, Form No.12BB alongwith relevant documents/evidence in original or photocopy (Self attested). The proforma (**Form 12BB**) and Option Form are available with **Sh. Surender Singh Rawat** in Teaching Staff Room, Account Section and College Website under the tab Heading "**DOWNLOAD**". The filled up Option Form and Proforma (**Form 12BB**) may be submitted in the Account Section.

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

  
(Prof. Rajiv Chopra)  
Principal

Copy to:

1. Notice Board
2. College Website

**OPTION BY THE EMPLOYEE FOR THE CHOICE OF SCHEME OF TDS**

The Principal  
Delhi College of Arts and Commerce  
Netaji Nagar : New Delhi-110023

Dear Sir,

**Regarding: Option of Scheme for Tax on Salary (FY: 2023-24).**

You are requested to deduct Tax on my salary for the financial year 2023-24 (AY 2024- 2025) as follows:

Scheme	Description	Write 'Yes' for Selected Scheme/Option
Old Tax Regime Scheme AS PER FINANCE ACT 2019	At Normal Rates with all relevant deductions and exemptions.	
New Tax Regime Scheme As per FINANCE ACT 2023	As per Sec 115BAC of the Income Tax Act, as per available deductions and exemptions in this regime.	

I understand the available deductions /exemptions in the scheme selected. **(For those opting for New Tax Regime Scheme)**

I shall submit my proposed investments for the year in **Form 12BB**. I also undertake to submit proof of investments etc before 31st March, 2024. **(For those opting for old Tax Regime Scheme).**

I fully understand that this scheme is beneficial for me and that is why I am opting for it.

I understand that having chosen the scheme of deduction of tax at source u/s 192, the same cannot be changed during the financial year. I shall not request the college to make any change during the financial year in the scheme. TDS shall continue to be deducted throughout the year as per the scheme selected.

Thanking You

Yours faithfully,

Signature

Name :

Designation :

Date :

**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 or Aadhaar Number] of the employee:
3. Financial year:

DETAILS OF CLAIMS AND EVIDENCE THEREOF			
Sl. 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 or Aadhaar Number] of the landlord  <b>Note :</b> [Permanent Account Number or Aadhaar 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 or Aadhaar Number] of the lender (a) Financial Institutions (if available) (b) Employer (if available) (c) Others		
4.	Deduction under Chapter VI-A (A) Sections 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.....	
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**Verification**

I, ..... son/daughter of ..... do hereby certify that the information given above is complete and correct.

Place .....

Date .....

Designation .....

.....

(Signature of the employee)

Full Name: .....