

THE UNIVERSITY OF BURDWAN
FINANCE DEPARTMENT

***Declaration for Availing Exemption and Deduction from Salary for F.Y. 2019-20 (A.Y 2020-21)
for the Purpose of TDS***

(1) Full Name:

Mr. /Mrs./Ms.

P.F. No.

Department Designation

Contact No. Male / Female.....

Email Id

(2) Income Tax Permanent A/c. (PAN) No. :

(MANDATORY) Please provide Xerox of PAN Card.

Deduction available from salary income under chapter VI A in respect of payment:

Sr. No.	Description of Savings/ Expenses Incurred	Documents Required	Amount in Rs.
1	House Rent Allowance - Sec. 10(13A) and rule 2A	Original Rent Receipts every month (with Revenue Stamp above Rs.4999/-) or Rent Agreement. Receipt should contain PAN of Landlord if Rent for the year exceeds one Lakh.	
2	Contribution to National Pension System notified by Central Government-80CCD(1)	Copy of Payment Receipt / Passbook	
3	National Pension System-80CCD(1B)	Copy of Payment Receipt / Passbook	
4	Mediclaim – 80D (Self, Family & Parents)	Mediclaim Policy Copy or Premium Certificate	
5	Mediclaim – 80D (Self, Family & Parents Sen. Citizen)	Mediclaim Policy Copy or Premium Certificate	
6	Medical Expenditure for Himself, Family, Parents (Sen. Citizen or not) (not having Mediclaim Policy) -80D	Original Medical Bills	
7	Interest on Housing Loan (Loan taken prior to 01/04/99) -Sec.24(b)	Certificate from Bank / Financial Institution	
8	Interest on Housing Loan (Loan taken after 01/04/99)-Sec.24(b)	Certificate from Bank / Financial Institution	
9	Expenditure on Maintenance or Medical treatment being Dependant with – Disability Rs. 75,000 – Severe Disability Rs.1,25,000-80DD	Certificate from Prescribed Authority in Rule 11A Form No. 10-IA Sec. 80DD	
10	Expense on Dependent for Specified Disease [Very Sen. Citizen ie., (80 years) Rs 80,000 for others Rs 40,000]-80DDB	Prescription from Prescribed Authority in Rule 11DD Sec. 80 DDB	
11	Person with disability Rs. 75,000 – Severe disability Rs.1,25,000-80U	Certificate from Prescribed Authority as per Rule 11A Form No. 10-IA	
12	Donations -Section 80G	Receipt from appropriate authority	

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Sr. No.	Description of Savings/ Expenses Incurred	Documents Required	Amount in Rs.
Deduction u/s 80C			
1	Public Provident Fund	Copy of Payment Receipt / Passbook	
2	Life Insurance Premium (beyond salary savings)	Copy of Premium Payment Receipt	
3	Repayment of Housing Loan Principal	Certificate from Bank / Financial Institution	
4	Mutual Fund (Equity) (Sec. 10(23D))	Statement of Holding	
5	NSC Purchased during the year	Copy of NSC Certificate/s	
6	Interest on NSC Purchased	Statement regarding date of purchase & amount	
7	Tuition Fees (upto Two Children)	Copy of Payment Receipt from School	
8	National Saving Scheme	Copy of NSS Certificate/s	
9	Tax Savings Fixed Deposit (More than 5 Years)	Copy of FD Receipt	
10	Sukanya Samridhi Account	Copy of Deposit Receipt	

Any other income/s

1	Savings Bank Interest	Copy of Passbook	
2	Interest	Copy of documents from bank	
3	Exam. Remuneration / O.T. / H.A. Etc from B.U. Or from any other educational institution/s.	Copy of documents from B.U. Or from other institution/s	

Please Note:-

1. Deduction under section 80C+80CCC+80CCD(1) limited to Rs 150,000/- (Section 80CCE)
2. Deduction of Rs. 50,000/- under section 80CCD(1B) is over & above Rs.150000/-.
3. Provided No Deduction under section 80CCD(1B) shall be allowed in respect of the amount on which a deduction has been claimed and allowed u/s 80CCD(1)
4. Deduction u/s 80D shall be allowed only if the payment is made by any mode other than cash. Exception is only for amount paid for Preventive health check up.
5. Maximum Deduction u/s 80D shall be allowed only upto RS 50,000/- in case point 5 & 7 AND RS 25,000/- in any other case.
6. For Interest on housing loan:- provided such acquisition or construction is completed within [three] years from the end of the financial year in which capital was borrowed.

DECLARATION

I, declare that the above statement is true to the best of my knowledge and belief. In the event of any change that may occur during the year pertaining to the information given in the form, I undertake to inform the same to the university. Income Tax liability arising due to failure, if any, for not making / not intimating payment / investment made or proposed to be made by me and / or any wrong declaration would be my responsibility.

I further undertake to provide all documentary proofs of payment made by me before 16th December 2019 and if I fail to do so, the University can make full deduction of income tax dues from January 2020 & February 2020 salary.

Date :

Signature of the Employee