



No. F. IPU/Acctts/TDS/2024-25/4579

Dated: 11/12/2024

Circular

Subject: Regarding Submission of Proof of Investment for the financial year 2024-25.

As per the income tax guidelines, the DDO has to deduct income tax liability from the salary of employees on monthly proportionate basis and deposit tax in Govt A/c before the due date as prescribed by the income tax department and file income tax returns on quarterly basis. Therefore the aggregate tax is calculated on the estimated income and income tax is to be deducted on average. Salary details, other income and expected taxes are available on employee login.

Therefore, all employees of the University are requested to submit their proof of investments/savings as per their declaration for **financial year 2024-25 and enable Accounts Branch to calculate Income and income tax. The last date of submission of proof is on before 20th December 2024**. In case of non receipt of proof of investment, it will be presumed that there are no savings under various sections and income tax shall be deducted on the basis of saving details available in Accounts Branch.

- **No saving will be accepted without PAN Number and Aadhar No.**
- **Linking PAN Card and Aadhar No. mandatory. In case PAN is not link with Aadhar No. it attracts higher rate of tax as per income tax act 1961.**

This issue with the approval of Controller of Finance.

(Sneh Lata)
Drawing & Disbursing Officer

1. All Deans, University School of Studies.
2. All Directors.
3. Sup. Engineer, UWD.
4. All JR's/DR's/ADR's/AR's/PRO →
 - Affiliation
 - Coordination
 - Gen. Admn./Purchase/Store
 - Planning & Policy
 - Academic
5. JR (Personnel)
6. FO-I/FO-II/FO-III.
7. AR to VC Secretariat.
8. PS to Registrar.
9. PS to COF.
10. PS to COE.
11. Server Room with the request to upload on University website along with HRA and HBA rebate forms.
12. Guard File.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Sector-16C, Dwarka, New Delhi - 110 078

website: ipu.ac.in

INCOME TAX INVESTMENT DECLARATION FORM FOR THE YEAR 2024-2025

Name & Designation

Name of Department & Employee Code

PAN No. (Mandatory/ Compulsory to fill)

Aadhar No. (Mandatory/ Compulsory to fill)

Mobile No. & E. Mail Address

Residential Address

Dear Sir/ Madam

Kindly consider the following investment proposal for computation of Income Tax for the year 2023-2024

S. No.	Investment Description	Section	Amount (Rs.)
1	MEDICLAIM PREMIUM (For Self, Spouse, Dependent Children & Parents) Maximum Limit Rs. 15000/- & Rs. 20000/- in case of premium on the health of Dependents above 65 years old otherwise of Rs. 15000/-	80 - D	
2	EXPENDITURE ON HANDICAPPED DEPENDENTS / Deposits made for maintenance of Handicapped Dependents (LIC, UTI etc) Adhoc Amount of Rs. 50000/- & disability exceeding 80% the deduction will be Rs. 75000/- (Attach Govt. Hospital Medical Certificate)	80 - DD	
3	INTEREST PAID ON HOUSING LOAN No Maximum limit for let out property Maximum Limit for Self Occupied Property Rs. 30000/- (before 01-04-1999) & Rs. 200000/- (from 01-04-1999) (Submit Certificate received from Financial Institution/ Banks, Occupation Certificate, Form 12 C Declaration, Income from House. Prop. Computation Statement)	24(1)(vi)	
4	MEDICAL EXPENSES proposed to be incurred ON SPECIFIED DISEASES (AIDS, Cancer, Thalassaemia, Hemophilia, Chronic Renal Failure, Chronic Neurological Diseases) Maximum Rs. 40000/- & Rs. 60000/- in case aged above 65 years (Attach Govt. Hospital Medical Certificate)	80 - DDB	
5	PERMANENT DISABILITY BENEFIT (SELF) - Adhoc deduction amount of Rs. 50000/- & Rs. 75000/- in case of disability exceeding 80% (Attach Govt. Hospital Medical Certificate).	80 - U	
6	INTEREST ON EDUCATION LOAN (for self education) - No Maximum Limit	80 - E	
7	National Pension Scheme (Max Limit Rs.50,000)	80-CCD	
8	INVESTMENT UNDER OVERALL LIMIT OF Rs. 1.5 LAKH UNDER SECTION 80 C		
	(A) PENSION SCHEME INVESTMENTS	80 CCC	
	(B) HOUSING LOAN PRINCIPAL REPAYMENT	80 C	
	(C) PPF - PUBLIC PROVIDENT FUND	80 C	
	(D) PLI - Postal Life Insurance	80 C	
	(E) LIC - LIFE INSURANCE PREMIUM DIRECTLY PAID BY EMPLOYEE	80 C	
	(F) ULIP 1971-ULIP LINKED INSURANCE PLAN FROM UTI	80 C	
	(G) NSC - NATIONAL SAVING CERTIFICATE	80 C	
	(H) DEPOSIT UNDER POST OFFICE SAVING BANK (CTD) RULES, 1959	80 C	
	(I) NSS - NATIONAL SAVING SCHEME	80 C	
	(J) UTI - RETIREMENT BENEFIT PLAN	80 C	
	(K) INFRASTRUCTURE INVESTMENT - NOTIFIED U/S 10 (23D)	80 C	
	(L) MUTUAL FUNDS - NOTIFIED UNDER CLAUSE 23D OF SECTION 10	80 C	
	(M) ELSS - EQUITY LINK SAVING SCHEME OF MUTUAL FUNDS	80 C	
	(N) TUITION FEES FOR FULL TIME EDUCATION TO INDIAN SCHOOL, UNIVERSITY	80 C	
	(O) Fixed Deposits in Banks (Period as per Income Tax Guidelines)	80 C	
	(P) 5 years term deposit an account under Post Office Term Deposit Rules	80 C	
	(Q) Sukanya Samridhi Yojna	80 C	
	(R) Atal Pension Yojna	80 C	
	(S) Deposit in account under the senior citizens savings scheme rule 2004	80 C	
	(T) CPF/ GPF/ LIC (Salary Saving Scheme)	80 C	
	Grand Total		
	Grand Total of Column 7 for rebate under section 80 C		
8	HOUSE RENT PAYMENT (please attach Lease Agreement and rent receipt paid from April 2024 to March 2025 Montly Rent _____ No. of Months _____)	10 (13A)	
9	ANY OTHER INCOME - (ATTACH DETAIL)		
	(A) INCOME FROM UNIVERSITY OTHER THAN SALARY		
	(B) INCOME FROM SOURCES OTHER THAN UNIVERSITY		

I undertake that, the proposed investment mentioned above will be completed and documentation in this regard will be submitted to Accounts Branch on or before **31st December 2024** for final computation of income tax for the year 2024-2025.

Employee Signature

