

MEMO NO. 1

Dated:01.04.2024



UNIVERSITY OF CALCUTTA

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SIGNATURE \_\_\_\_\_

AUDIT & ACCOUNTS DEPARTMENT, INCOME TAX CELL, 3<sup>RD</sup> FLOOR, CENTENARY BUILDING,

87/1 COLLEGE STREET, KOLKATA- 700073. Dial: 033-2241 0071 EXT. NO.: 433 Email: [tdscell.cu@gmail.com](mailto:tdscell.cu@gmail.com)

**DECLARATION FOR PROPOSED INCOME TAX SAVINGS INVESTMENTS AND OTHER INFORMATION FOR THE FINANCIAL YEAR 2024-25**

**[BEFORE FILLING THIS FORM PLEASE READ CAREFULLY THE MEMORANDUM ANNEXED WITH THIS FORM]**

Employee Code: \_\_\_\_\_ Name: \_\_\_\_\_ PAN: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mobile No.: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (in block letter) Aadhaar Card No.: \_\_\_\_\_  
(If not submitted earlier) (Attach photocopy of Aadhaar card if not already submitted)

**I would like to select OLD/NEW regime method for computation of income tax for F.Y.2024-25**  
(Strike out which is not applicable)

*In case one opts for NEW regime, no need to fill up the data for proposed savings as listed below.*

\* Proposal for tax saving investments for F.Y. 2024-25 need to be filled up only for OLD regime option.

**Proposal of Investments for the F.Y. 2024-25 and other information:**

1. Rent payable as tenant: ₹ \_\_\_\_\_ per annum

*(Attachment of original Rent Bill for any one month of FY 2024-25 and photocopies of PAN Card of the Landlord are mandatory, if annual payable rent is more than One Lakh attach attested photocopies of agreement between Landlord and Tenant too)*

2. National Savings Certificate: ₹ \_\_\_\_\_ 3. Interest from National Savings Certificate: ₹ \_\_\_\_\_

4. Recovery of H.B.L. by **Calcutta University** a) Interest ₹ \_\_\_\_\_ b) Principal ₹ \_\_\_\_\_

5. Recovery of H.B.L. by **C.U. Co.Op.Society** a) Interest ₹ \_\_\_\_\_ b) Principal ₹ \_\_\_\_\_

6. Recovery of H.B.L. by **Other Authorised Institution:** a) Interest ₹ \_\_\_\_\_ b) Principal ₹ \_\_\_\_\_

H.B.L. denotes House Building Loan (Max. ded. for H.B.L. Int. (for const./new pur. of self occupied house property) is Rs.2 lakh (u/s.24) only

\*\*\* 1. Please mention only Interest amount in case of Renovation/Alteration of Self-occupied house property/properties.

2. In case of co-borrowing, benefit will be proportionately distributed among all the co-borrowers unless declaration of other co-borrowers denouncing the benefit is submitted.

7. Interest from Savings Account(s): ₹ \_\_\_\_\_ 8. Interest from any other source (Except SI.No.3 & 7): ₹ \_\_\_\_\_

9. Income from other source (except SI.No. 3, 7 and 8) ₹ \_\_\_\_\_

**\*\*\*SI.No.3, 7, 8 and 9 are optional.**

**[Please see overleaf]**

10. L.I.C. Premium: ₹ \_\_\_\_\_ 11. P. P. F.: ₹ \_\_\_\_\_ 12. P. L. I. Premium: ₹ \_\_\_\_\_  
 13. ULIP Premium: ₹ \_\_\_\_\_ 14. E.L.S.S.: ₹ \_\_\_\_\_  
 15. Tax Savings Term Deposit: ₹ \_\_\_\_\_  
 16. Tuition Fees ₹ \_\_\_\_\_ (allowable for Maximum Two dependent children)  
 17. L.I.C. Premium for Pension Fund: ₹ \_\_\_\_\_ 18. Sukanya Samridhi Yojana for Girl Child ₹ \_\_\_\_\_  
 19. Any other Investment (**Please Specify**) ₹ \_\_\_\_\_

**N.B.:** Maximum exemption limit 150000/- for Sl.No.2 to 19 including PF and GSLI except recovery of interest on H.B.Loan and Sl.No. 7 to 9.[u/s 80C, 80CCC, 80CCD(1)]

20. National Pension Scheme (NPS): ₹ \_\_\_\_\_ (maximum eligible Exemption Limit ₹50,000/-) [U/S 80CCD(1B)]  
 21. Premium for Medical Insurance: (a) Self ₹ \_\_\_\_\_ (b) Parents ₹ \_\_\_\_\_ (U/S 80D)  
**22. Expenditure for disabled dependent: ₹ \_\_\_\_\_ Attachment of Disability Certificate is mandatory.(U/S80DD)**  
 23. Expenditure for Special Ailment of Self/Dependent: ₹ \_\_\_\_\_ Attachment of Certificate is mandatory (U/S 80DDB) (rule 11DD of Income Tax Rules)  
 24. Interest on repayment of Higher Education Loan ₹ \_\_\_\_\_ (U/S 80E)  
 25. Donation (U/S 80G ): ₹ \_\_\_\_\_ (U/S 80G)  
**26. Deduction for self disability: ₹ \_\_\_\_\_ Attachment of Disability Certificate is mandatory.(U/S 80U)**  
 27. Additional Deduction on interest of Housing Loan (U/S 80EE/ 80EEA): ₹ \_\_\_\_\_ (Allowable as per IT rules)

**\*Tuition Fees, Medical Insurance Premium and Life Insurance Premium will be allowed as per IT Rules.**

### DECLARATION:

I, the undersigned, declare that I am responsible to produce the relevant documentary evidences in support of my above stated income tax saving proposals in time, as and when it is asked for by my employer. If I fail to produce the relevant documentary evidences in support of my income tax saving proposals, and as a result any income tax liability is arisen, I shall have no objection to the recovery of all such income tax liability along with interest by my employer from my monthly salary at a time.

Full Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature verified by HOD with Seal & Date

**LAST DATE OF SUBMISSION: 30.04.2024**  
Submitted proposal can be amended any time within 01.05.2024 to  
31.12.2024