DR. HEDGEWAR AROGYA SANSTHAN
GNCT OF DELHI
KAKARDOOMA DELHI -110032

File No: F4/Misc/2014-15/DHAS/ Dated :

CIRCULAR

As per the provision of Section 192 of the Income Tax Act 1961, person responsible for paying any income chargeable under the head Salaries shall, at the time of payment, deduct income-tax on the amount payable at the average rate of Income Tax computed on the basis of the rates in force for the Financial Year in which the payment is made, on the estimated income of the assesses under the head 'Salaries " after allowing the permissible deductions.

To avoid any excess deduction of Income Tax, all DHAS employees are directed to submit anticipated Savings eligible for deductions against salary income on prescribed format during the Financial Year 2014-2015 **by 15-11-2014 positively** with Accounts Branch (DHAS).

The Annexure – I, II & III are available on the website :-

http://www.delhi.gov.in/wps/wcm/connect/doit_health/Health/Home/Hospitals/Dr.Hedgewar+Aarogya+Sansthan/

Photocopy of PAN Card should be attached with the above Annexures.

(Dr. R.P. Arya)
Addl. Medical Superintendent
30/10/14

Copy to the following for information :- 12053

1. P.S to Medical Superintendent
2. D.M.S
3. All HODs / All Branch In-Charge to circulate among the staff working under their control .
4. D.N.S/A.N.S to circulate among the staff
5. DDO / AAO (DHAS)
6. OS (DHAS)
7. Guard File
8. Notice Board

30/10/2014
(Dr. R.P. Arya)
Addl. Medical Superintendent

Annexure -I

To,

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Subject: - **Submission of proof of savings for tax calculation purposes -financial year 2014-15**

Sir,

Please find enclosed herewith my declaration of tax savings and other income during the financial year 2014-2015 in annexure-I, II and III duly supported with the documentary evidence(s) & self-attested as per the following arrangements:

1. The enclosures are serially numbered and mentioned in the annexure at the relevant point.
2. I also certify that particulars furnished are true and correct to the best of my knowledge and belief.
3. Readable/ Legible Photocopy of the proposed savings declared in annexure I, II & III will be submitted latest by 15th Nov.2014.
4. I understand if I am unable to submit the self-attested saving proofs for the current savings by November 30th 2014 & proposed savings evidences by 15th January 2014, due tax may be deducted from my salary for the month of February 2015 without any further intimation to me.

Thanking you

Encl. Annexure – II & III

Yours faithfully,

Signature____________________________________

Name______________________________________

Depatment___________________________________

Mobile No.___________________________________

Email- ID____________________________________

Annexure -II

	Name:	Designation	PAN No. (Encl. copy of PAN Card)

Particulars for other income and savings:

(I) Rebate on Principal Amount and Interest of House Building Advance (Give full details)

01	Nam e of the owner & Co - owner of the House Property	:	
02	Address of House Property(Enclose documentary evidence)	:	
03	Whether it is a		
	a. Purchase of ready built flat/house	:	
	b . Semi- built up house; or	:	
	c. Piece of land; on which house is constructed	:	
04	Whether Housing loan taken, if yes,		
	a. Nam e & address of the bank/ Organization; &	:	
	b. Date of loan(attach sanction/disbursement letter from bank)	:	
05	Date of possession of house along with completion certificate	:	
06	Whether the House Property is Self Occupied	:	Yes / No
07	Whether any par t of this House Property is let out during the financial year? If yes, give details.	:	
08	Housing Loan Interest Due/ Paid/to be paid during the Financial Year ending 31st March 2015 (Attach prescribed certificate from Money Lender bank /Organisation)	:	
09	Out of the above Housing Loan interest , how much is being claimed this year as deduction	:	
10	Whether Co- applicant is claiming any deduction from his/her income	:	
11	Interest on HB A for Pre-construction period claimed during this year	:	
12	Source(s) for repaying the Housing Loan (Principal and Interest, both)	:	
13	In case of Co-owner /Co- borrower, Give full details about his/her employment / profession in a separate sheet	:	
14	House Property is declared in Annual Declaration of property statement .	:	Yes/No

(III) HRA **Employees, who are in receipt of house rent allowance (HRA) and want to get exemption of under section 10 (13A) in computing of total income, should furnish the following particulars:**

<table>
<tr><td>i)</td><td>Monthly rent (receipts must be enclosed in the prescribed pre-printed format) Computer generated receipts will not be considered.</td><td>:</td><td></td></tr>
<tr><td>ii)</td><td>House Owner' Name

Address

Telephone No.</td><td>:

:

:</td><td></td></tr>
<tr><td>iii)</td><td>PAN of House Owner</td><td>:</td><td></td></tr>
<tr><td>iv)</td><td>Address of House taken on rent (Address should be get verified by the Estt. Branch (DHAS) as per office record.)</td><td>:</td><td></td></tr>
<tr><td>v)</td><td>Total Amount of rent paid / will be paid during the financial year 2014-15</td><td>:</td><td><table>
<tr><td>April-14</td><td>May-14</td><td>June-14</td><td>July-14</td></tr>
<tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr>
<tr><td>Aug-14</td><td>Sep-14</td><td>Oct-14</td><td>Nov.-14</td></tr>
<tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr>
<tr><td>Dec-14</td><td>Jan-15</td><td>Feb-15</td><td>Mar-15</td></tr>
<tr><td>Rs.</td><td>Rs.</td><td>Rs.</td><td>Rs.</td></tr>
<tr><td>Total Rs.</td><td colspan="3"></td></tr>
</table></td></tr>
<tr><td>vi)</td><td>Copy of Rent Agreement in support of amount of rent shown in column No: (v)</td><td></td><td></td></tr>
</table>

Date:

Signature_______________________________

DEDUCTION UNDER CHAPTER VI-A IN RESPECT OF PAYMENTS:			
Deduction Under Section 80(C), 80-CCC and 80-CCD (aggregate amount of Maximum amount of Deduction Rs.1,50,000/- or the amount of investment, whichever is lower)			
Sl No.	Nature of Deduction	Amount of Investment	
Deduction under Section80(C):			
	Rebate Under u/s 80C	Section of I.T Act	Amount
1(a)	GPF	80C	
	PLI	80C	
	NSC	80C	
	LIC	80C	
	PPF	80C	
	Fixed Deposit Receipt (FDR) for a minimum period of 5 year in SBI / Public Sector Ban or Scheduled Bank	80C	
	Tuition Fee excluding development fee and donation (upto 2 children)	80C	
	Payment of Principal Amount / Instalment against House Building Advance	80C	
	Mutual Funds (Tax Saver)	80C	
b)	Pension Scheme Investment / Jeevan Suraksha Upto Rs. 1 Lac	80CCC	
c)	Contribution of New Pension Fund (Employee Share)	80CCD	
Total Rebate available u/s 80C, 80CCC & 80 CCD is upto Rupees One Lac and Fifty Thousand only			
2	Mediclaim Policy **(Upto Rs. 15000/- + additional Rs. 15000/- for parents)**	80D	

Date:

Signature____________________

Name____________________