

**FINANCE AND ACCOUNTS OFFICE  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE**

No./F&A/PR-12/2018-19/214

Dated: Feb 8, 2019

**ALL HEADS OF THE DEPARTMENTS/CENTRES/ OFFICES**

**SUBJECT: SAVINGS DECLARATION FOR THE F.Y. 2018-19**  
**(ASSESSMENT YEAR 2019-20).**

Please find enclosed herewith Proforma of Savings Declaration Form for the Financial Year 2018-19. Photocopy of the Savings Declaration proforma may be used as per your departmental requirements.

The above referred saving declaration form have already been sent by E-mail to all the Faculty members, Officers and all Non- Teaching Employees whose E-Mail ID are available in Pay Roll Section for their information and necessary action.

The last date of submission of the information regarding saving with proof is 22<sup>th</sup> February, 2019. In case the declaration is not received in the Accounts Office, this office will deduct the Income Tax without considering the savings and it will not be possible to refund the tax.

  
DEAN (FINANCE & PLANNING)

**Encls:** As above

Copy to:

1. Channel i.

Employee/Pensioner No. : \_\_\_\_\_

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
FINANCE & ACCOUNT OFFICE

**SAVINGS DECLARATION FORM ( F.Y. : 2018-19 )**

As per new amendment in Income Tax Act, now it is mandatory to file quarterly return to IT authorities, under which it is not possible to process any refund of the excess income tax deducted from salary, Employees will have to claim such refunds from the INCOME TAX DEPARTMENT.

Name \_\_\_\_\_ Phone No. (Official) \_\_\_\_\_

Designation \_\_\_\_\_ Mobile No. \_\_\_\_\_

Department \_\_\_\_\_

I, the undersigned, furnish below the following particulars of investments / deduction/ exemption for calculation of Income Tax on my taxable salary.

**INVESTMENTS/ SAVINGS/ REBATES** (other than from salary savings)

a. **Section 24 (Interest** paid on borrowed capital for house building:

(Rebate under section 24 is admissible only after possession of House/flat & therefore, the rebate may only be claimed subject to receipt of proof of Possession & provisional certificate from bank showing the interest portion clearly of the loan refunded during the current Financial Year.

Interest amount paid/to be paid till 31<sup>ST</sup> March.  
(Concerned Bank / Agency HBA certificate should be enclosed)

\_\_\_\_\_

Proof of House Possession (attached) Yes / No

\_\_\_\_\_

b. Mediclaim (u/s 80D)

\_\_\_\_\_

c. Interest on Educational Loan  
(for self & children education only) (u/s 80E)

\_\_\_\_\_

d. NPS Investment (Max Rs.50,000/-) (u/s 80CCD1B)

\_\_\_\_\_

e) U/s 80C: (Maximum limit up to Rs. 1, 50,000/- only)

1. LIC / Jeevan Surakha / ULIP Premium (Other than premium deducted from IIT R salary)

Policy Number	Date of payment	Premium Amount	Annual Premium (During F.Y. 2018-19)
<b>Sub Total of LIC Premium</b>			

2. Public Provident Fund (PPF)

\_\_\_\_\_

3. Repayment of principal portion of house building loan

\_\_\_\_\_

4. Fixed Deposit receipts maturing after 5 years made with a scheme framed by central government for Tax Saving purpose

\_\_\_\_\_

5. Educational Expenditure only in respect of Tuition Fee paid to School/College/University (only for full time course) No donations, building fund payments etc. will be allowed). Maximum up to 2 children. (Tuition Fee receipt / certificate should be enclosed for getting its saving benefit.)

\_\_\_\_\_

6. New purchase of NSC

\_\_\_\_\_

7. Other savings (if any-please specify)

\_\_\_\_\_

**Grand Total of 80 C (1 to 7)**

\_\_\_\_\_

8. Additional Tax to be deducted (other than on the salary / pension) during the remaining months on self assessment basis. (if required)

\_\_\_\_\_ p.m.

All information is required to be filled up compulsorily if any information is not applicable, please mention NA (Not applicable).



**-: DECLARATION :-**



I hereby declare that the above information is true and correct. I am enclosing the necessary proof thereof for the record of IIT Roorkee. **I will submit the remaining documents of saving at the earliest or latest by 22<sup>th</sup> February.**

I further declare that I shall be responsible for any action (including interest and penalty) from Income Tax Department, in case any information given above is found false or fail to submit the documentary proof of the saving shown above.

Encls: - \_\_\_Nos.

(Signature of Employee / Pensioner)

Date: - .....

Emp.No./Pensioner No. ....