

हिन्दू महाविद्यालय

(दिल्ली विश्वविद्यालय)

दिल्ली-110007

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Date: - 19.11.2025

NOTICE

All employees and pensioners/family pensioners are requested to submit their investment/savings proofs for the **Financial Year 2025-26** pertaining to **Income Tax**. The details must reach the Accounts Section **on or before Friday, 12-12-2025**, so that the appropriate income tax can be deducted from the salary.

In case the required information is **not received**, it will be presumed that there are **no savings or investments** under the various sections, and income tax will be deducted accordingly on a monthly basis.

If any employee fails to submit the **self-attested documents** within the prescribed date, income tax due will be deducted from the salary. In case of submission of **incorrect or false information**, any penalty or interest levied by the Income Tax Department will be recovered from the concerned individual.

The prescribed **proforma** is attached herewith and is also available in the Accounts Section for the purpose of calculating income tax for the **Financial Year 2025-26 (Assessment Year 2026-27)**.

THIS MAY BE TREATED AS MOST URGENT


Principal

Notice forwarded to:

1. Notice Board (Staff Room)
2. Physics Department
3. Chemistry Department
4. Botany Department
5. Zoology Department
6. Library
7. Administration
8. A.O.'s Room
9. Accounts Section (for compliance)

HINDU COLLEGE: DELHI

SALARY PAGE NO. _____

FINANCIAL YEAR: 2025-26

PARTICULARS REQUIRED FOR THE DEDUCTION OF INCOME TAX AT SOURCE

1. Employee Details

A) Name of the Employee: _____

B) PAN No.: _____

C) Old Slab/New Slab.: _____

D) House (Rented / Own): _____

(If rented, mention monthly rent amount and attach at least two rent receipts.)

2. Investment / Deduction Details

A) Amount of LIC Premium Paid During the Year: _____

(Attach photocopy of proof, if any)

B) Any Other Amount Qualifying for Rebate U/S 80C: _____

(Attach proof)

C) Amount of Interest Paid / Payable on Housing Loan: _____

(Attach proof)

3. Total Savings U/S 80C From All Sources: _____

4. Any Other Income From All Sources: _____

5. Instalments Received U/S 80CCA / 80CCD / NSS (If any): _____

Declaration

Certified that the employer has deducted the income tax on a monthly average basis on my request, and I will submit all documents/papers, if any, pertaining to the above information **latest by 12-12-2025**, failing which the income tax due may be deducted from my salary for the months of **January & February 2026**.

Signature of Individual: _____

Name: _____

Designation: _____

Department: _____

Date: _____