



**FORMAT FOR SUBMITTING THE SAVINGS DOCUMENTS FOR  
CLAIMING INCOME TAX REBATE FOR THE F.Y. 2016-17**  
**[LAST DATE OF SUBMISSION : 31<sup>st</sup> JANUARY, 2017]**  
 (Strike out which is not applicable) & [Use Capital Letters only]

<b>Name of the Employee :</b>			
<b>Designation :</b>		<b>Department :</b>	
<b>Date of Birth :</b>		<b>Sex :</b>	<b>Male / Female</b>
<b>Date of Joining VU :</b>		<b>Mobile No:</b>	
<b>PAN (Enclose a fresh copy)</b>			
<b>Father's Name :</b>			
<b>Residential Address:</b>			

**Salary / Arrear salary received from previous institution during F.Y. 2016-17 (if yes, please furnish a certificate from your previous employer):**

<b>Gross Salary</b>	<b>Prof. Tax</b>	<b>Savings U/s 80C</b>	<b>Income Tax</b>	<b>TAN</b>

<b>Other Source Income</b>	<b>(Amount in ₹)</b>		
Bank Interest Received in savings accounts:			
Bank Interest Received in fixed deposits or other accounts:			
Remuneration / Honorarium received from other institutions:			
Remuneration / Honorarium from VU (From office records)			
Remuneration / Honorarium from DDE, VU (From Office records)			
Other incomes, if any (Mention source)			
Interest income from Old NSC :			
Year of Purchase	Rate of Interest	Total Amount	Interest Accrued
2010-11	12.08		
2011-12	11.17		
2012-13	10.33		
2013-14	9.55		
2014-15	8.83		
2015-16	8.16		
<b>Total Interest Accrued</b>			
<b>Total Interest accrued excluding sixth year interest (2010-11)</b>			
<b>Total Other Source Income (For Office use only):</b>			

## **SAVINGS UNDER SECTIONS 80C, 80CCC, 80CCD (Max 1.5 Lakhs)**

<b>Relief/Rebate Under Other Sections of the Income Tax:</b>		
<b>INTEREST on HBL U/S 24 (b) (Max 2 Lakh)</b>		
<b>MEDICLAIM Premium U/S 80D:</b>		Total Mediclaim
a) Self deposit -		
b) University policy -		
<b>Medical Treatment (Specific disease) U/S 80DDB (must enclose Form 10-1)</b>		
<b>Handicapped Dependent U/S 80DD</b>		
<b>Interest on Education Loan U/S 80E</b>		
<b>Rebate for Self Physically Handicapped U/S 80U</b>		
<b>Interest on Savings (Max 10000) u/s 80TTA</b>		
<b>Spl. Tax Rebate (Max 5000) u/s 87A (below 5 Lakhs)</b>		
<b>Relief U/S 89 (must enclose 10E)</b>		
<b>Any other (please specify)</b>		

*Note: Deduction under section 80G for Donation to be claimed in your personal return.*

**Do you reside in a rented house and claim rebate u/s 10/13(A), if yes, please furnish following information for claiming Rebate U/S 10/13(A) :**

<b>a) Total House Rent paid in F.Y. 2016-17:</b>	
<b>b) PAN of the House owner:</b>	
<b>c) Rent Agreement</b>	<b>Yes / No</b>

<b>(For office use only)</b>	
<b>i) 40% of Salary Received :</b>	
<b>ii) HRA Received :</b>	
<b>iii) Excess Rent Paid over 10% of Salary :</b>	
<b>Rebate u/s 10(13(A) [ Min of above three]</b>	

**Declaration: I hereby declare that all the payments for which ..... documents are enclosed herewith are being paid from my income chargeable to tax and I claim the Relief & Rebates as per rule of Income Tax Act.**

**Date :**

**Signature of the Employee**

**# Note: Please number the enclosed documents and mention the total number of the documents enclosed in the declaration above.**