



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

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

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

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

Other Source Income	(Amount in ₹)		
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		
Total Interest Accrued			
Total Interest accrued excluding sixth year interest (2010-11)			
Total Other Source Income (For Office use only):			

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

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

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) :

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

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

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.