



VIDYASAGAR UNIVERSITY

MIDNAPORE – 721102

Ph: 03222 – 297937 EPABX: 545

Salary Code:

**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>	Male / Female
<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):**

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

<b>Other Source Income</b>			<b>(Amount in ₹)</b>
<b>Bank Interest Received in savings accounts:</b>			
<b>Bank Interest Received in fixed deposits or other accounts:</b>			
<b>Remuneration / Honorarium received from other institutions:</b>			
<b>Remuneration / Honorarium from VU (From office records)</b>			
<b>Remuneration / Honorarium from DDE, VU (From Office records)</b>			
<b>Other incomes, if any (Mention source)</b>			
<b>Interest income from Old NSC :</b>			
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>			

[ P. T. O. ]

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

Sl.	SAVINGS			Amount (in Rs.)
	HBL Principal Repaid (Max Rs. 1.5 Lakh)			
	Public Provident Fund (PPF)			
	Mutual Fund / ULIP			
	Tuition Fees Paid for dependent children (Max Two child)			
	Tax Saving Fixed Deposits (Bank/ Post Office)			
	New NSC Purchased			
	Interest on old NSC			
	Any Other (Mention scheme)			
	Provident Fund (to be given by Office)			
	GSLI (to be given by Office)			
Life Insurance Premium Paid (Only Self Deposit)				
Sl.	Policy No	Frequency	Premium	Total Amount (in Rs.)
Total Premium Paid (Only Self Deposit):				
Life Insurance Premium deducted from Salary under Salary Savings Scheme (as per office record):				
Total LIC (Self + SSLIP) (for Office use):				
Total U/S 80C, 80CCC, 80CCD (Max 1.5 Lakh)				

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 Mediciclaim
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.*