

**Employee's Income Tax Declaration Form for the Financial Year 2019-20**

|              |  |            |                           |
|--------------|--|------------|---------------------------|
| Name:        |  | Units:     | SMU / SMIMS / SMT / CRH / |
| Emp Code:    |  | Gender:    | Male / Female             |
| Designation: |  | DOB        |                           |
| Dept.        |  | PAN No:    |                           |
| Address:     |  | e-mail-id: |                           |
|              |  | Mobile No. |                           |

|            |  |                     |
|------------|--|---------------------|
| <b>A.</b>  | <b>INVESTMENTS U/S 80C, 80CCC &amp; 80CCD</b>      |                     |
| <b>A.1</b> | <b>INVESTMENTS U/S 80C- Maximum Rs. 1,50,000/-</b> | <b>AMOUNT (Rs.)</b> |

|  |   |  |
|--|---|--|
| 1  | Life Insurance Premium Paid (for self, spouse & children)- (Annexure-I) (limited to 10% or 20% of the sum assured.)   |  |
| 2  | Payment in respect of non-commutable deferred annuity (for self, spouse & children)   |  |
| 3  | Contribution towards Employee Provident Fund (Not required to mention)  |  |
| 4  | Contribution towards 15 years Public Provident Fund (Not being repayment of loan)   |  |
| 5  | Contribution towards an approved Superannuation Fund  |  |
| 6  | Subscription to National Savings Certificate (NSC)- VIII issue & IX issue   |  |
| 7  | Interest accrued on NSC- (Except interest accrued in last year)   |  |
| 8  | Contribution for participating in the unit-linked insurance plan (ULIP) of Unit Trust of India  |  |
| 9  | Contribution for participating in the unit-linked insurance plan (ULIP) of LIC Mutual Fund  |  |
| 10   | Payment for notified annuity plan of LIC, ICICI Prudential Life Insurance Company, TATA AIG Easy Retire Annuity Plan  |  |
| 11   | Subscription towards notified units of Mutual Fund or UTI   |  |
| 12   | Contribution to notified pension fund set up by Mutual Fund or UTI  |  |
| 13   | Any sum paid (including accrued interest) as subscription to Home Loan Account Scheme of National Housing Bank  |  |
| 14   | Any sum paid as subscription to any scheme of Public Sector Company / Housing Board for purchase/ construction of residential houses in India   |  |
| 15   | Any sum paid as tuition fees (not including any payment towards development fees/donation/payment of similar nature) of any two children of the individual  |  |
| 16   | Any instalment or part payment towards the cost of purchase/construction of a residential property to a housing board/ co-operative society (or repayment of housing loan taken from Government, Bank, LIC, National Housing Bank etc.) |  |
| 17   | Amount invested in approved debentures of, and equity shares in, a public company engaged in infrastructure including power sector  |  |
| 18   | Amount deposited as term deposit for a period of 5 years or more in accordance with a scheme framed by Central Government   |  |
| 19   | Subscription to any notified bonds of National Bank for Agriculture and Rural Development (NABARD)  |  |
| 20   | Amount deposited in five year time deposit scheme in post office  |  |
| 21   | Amount deposited under Senior Citizens Saving Scheme  |  |
| 22   | Amount deposited in Sukanya Samriddhi Account   |  |
| 23   | <b>Pension Fund (80CCC)-Maximum Rs.1,50,000/-</b>   |  |
| 24   | <b>Contribution to Notified Pension Scheme u/s- 80CCD(1)- Maximum Rs.1,50,000/-</b>   |  |
| 25   | <b>Additional contribution to Notified Pension Scheme u/s- 80CCD(1B)- Maximum Rs.50,000/-</b>   |  |
| <b>Total Investments-A- U/S 80C, 80CCC and 80CCD(1) - limited to Rs 1,50,000/- only or</b>         |   |  |
| <b>Total Investments-A- U/S 80C, 80CCC, 80CCD(1) and 80CCD(1B) - limited to Rs 2,00,000/- only</b> |   |  |

|           |                                   |                     |
|-----------|-----------------------------------|---------------------|
| <b>B.</b> | <b>OTHER PERMITTED DEDUCTIONS</b> | <b>AMOUNT (Rs.)</b> |
|-----------|-----------------------------------|---------------------|

|   |  |  |
|---|--|--|
| 1 | <b>80CCG</b> -One time deduction on investment under any Equity Saving Scheme: New retail investor (who will open new demat account and invest in equity saving scheme during FY 2015-16) and whose income does not exceed Rs.12 Lac is entitled for deduction amounting 50% of amount invested subject to maximum deduction up to Rs.25,000/- |  |
| 2 | <b>80D</b> - Medical Insurance Premium, Maximum <b>Rs. 25,000/-</b> for Self ,Spouse & Children.   |  |
| 3 | <b>80D</b> - Medical Insurance Premium, Maximum <b>Rs. 50,000/-</b> for Parent are at least <b>60 years</b> at any time during the relevant previous year.   |  |
| 4 | <b>80D - Medical Expenditure</b> Maximum <b>Rs.50,000/-</b> for Parents who are at least <b>80 years</b> at any time during the relevant previous year provided no amount has been paid to keep in force an insurance on the health of such person.  |  |
| 4 | <b>80DD</b> - Medical treatment / insurance of handicapped dependent (Maximum - Rs. 75,000/-) In case of disability is severe(80%), amount is Rs.1,25,000/-  |  |
| 5 | <b>80DDB</b> - Expenditure on Medical Treatment for specified disease (Certificate from Prescribed Authority (Govt./Private) Required) Rs. 40,000/-, in case of patient who are at least 60 years Rs.60,000/- and in case of patient who are at least 80 years Rs.80,000/- or the expenditure actually incurred, whichever is lower.           |  |
| 6 | <b>80E</b> - Repayment of Interest against Educational Loan on higher studies for self or education of spouse or children. -Actual amount paid as interest from the financial year. (Until 8 Consistent assessment years or full payment of interest whichever is earlier.)  |  |

|    |   |  |
|----|---|--|
| 7  | <b>80EE</b> -Balance interest on housing loan.(Rs.,50,000-Interest Paid in F.Y.2016 - 17)<br>1) The loan is sanctioned between the F.Y. 1/4/2013-31/3/2014.<br>2) The loan sanctioned does not exceed Rs. 35 Lakh.<br>3) The value of residential house does not exceed Rs. 50 Lakhs.<br>4) The assessee does not own any other residential house.<br>5) Total Interest paid during F.Y.2016-17 |  |
| 8  | <b>80G</b> - Donations -100% Or 50% of amount of donation made, provided no deduction allowed on donation in cash of an amount exceeding Rs.10,000/-)   |  |
| 9  | <b>80GG</b> - Rent Paid - Applicable for all those individuals who do not own a residential house & do not receive HRA (House Rent Allowance).  |  |
| 10 | <b>80GGA</b> - Donation to entities in scientific research or rural development - only those tax payers who have no business income can claim this deduction- (Max is equivalent to 100% of donation, provided no deduction allowed on donation in cash of an amount exceeding Rs.10,000/-)   |  |
| 11 | <b>80GGC</b> - Contribution to Political Parties or Electoral Trust- Any contribution made by him in the previous year is deductible, provided payment not made by mode of cash.  |  |
| 12 | <b>80TTA</b> - Interest on deposits in savings accounts in any Bank, Co-operative society carrying banking business and Post Office- Deduction up to Rs.10,000/-  |  |
| 13 | <b>80U</b> - Who suffers 40% Specified Disability -(Certificate from Prescribed Authority Required)- Fixed deduction of Rs.75,000/- is available and in case of disability is severe(80%), a higher deduction of Rs.1,25,000/- is available.  |  |
| 14 | <b>Rebate under Section 87A : Tax rebate of Rs 2,500 for individuals with income of up to Rs 3.5 Lakh has been proposed in Budget 2017-18 and the same will be continued for FY 2018-19 / AY 2019-20 as well.</b>   |  |
| 15 | <b>Others - if any</b>  |  |

**Total Deductions -B-U/S-80CCG to 80U**

|   |  |                     |
|---|--|---------------------|
| <b>C</b>  | <b>Deduction under Section 24 (b)-Interest on "Housing Loan"</b> | <b>AMOUNT (Rs.)</b> |
| <p>- If property is self occupied, interest on "Housing Loan" is deductible up to Rs. 2,00,000/- if the following three conditions are satisfied otherwise interest deductible up to maximum Rs.30,000/-.</p> <p>Condition-1- Capital is borrowed on or after April 1, 1999 for acquiring or constructing a property.</p> <p>Condition-2- The acquisition or construction should be completed with in 3 years, from the end of the financial year in which the capital is borrowed.</p> <p>Condition-3- The person extending the loan certifies that such interest is payable in respect of the amount advanced for acquisition or construction of the house or as refinance of the principal amount outstanding under an earlier loan taken for such acquisition or construction.</p> <p>-If property is let out, interest on "Housing Loan" is deductible fully with out any maximum ceiling.</p> |  |                     |

|          |  |                     |
|----------|--|---------------------|
| <b>D</b> | <b>Details of Rent Paid / Payable (April 2018 to March 2020)</b> | <b>AMOUNT (Rs.)</b> |
|----------|--|---------------------|

Note: Benefit of HRA will be given only on the basis of Valid Rent Receipts. Rent receipts to contain date of receipt, Name and Address of the Land Lord, Month/Period of Rent, Name of the tenant (employee), and mode of payment.

|  |   |                     |
|--|---|---------------------|
| <b>Rent Per Annum</b>  |   |                     |
| <b>E</b>   | <b>PREVIOUS EMPLOYMENT SALARY</b>           | <b>AMOUNT (Rs.)</b> |
| If Yes, Form 16 from previous employer or Form 12 B attached |   |                     |
| <b>F</b>   | <b>DETAILS OF INCOME FROM OTHER SOURCES</b> | <b>AMOUNT (Rs.)</b> |
| <b>1</b>   | <b>Pension Income</b>                       |                     |
| <b>2</b>   | <b>Interest on Bank Deposits.</b>           |                     |
| <b>3</b>   | <b>Any other Income:-</b>                   |                     |
|  | a:  |                     |
|  | b:  |                     |
| <b>Total Income from other sources</b>                       |   |                     |

I, \_\_\_\_\_ do hereby declare that what is stated above is true to the best of my knowledge and belief, the proposed investment mentioned above will be completed on or before 15th December, 2020 for final computation of Income Tax for the financial year 2019-20. Further, incase of any change in above declaration, I would revise it and inform immediately.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

- Instruction:**
- The declaration is for the Year 2019-20 (Assessment Year 2020-21).**
  - The date of Investments must be between 01-04-2019 to 31-03-2020.**
  - For renewal of Investments like Life Insurance premium already taken, the dates on which the amount are payable are to be mentioned.**
  - Declaration should have PAN Number.** Those who do not have PAN are requested to apply for it immediately and mention 'NOT FURNISHED'In case of "NO PAN" , tax will be deducted at a higher rate, a minimum of 20 % on the Taxable Income.
  - In case of any investment or payment made for getting the tax benefit in the name of Relative (Spouse, Children, Dependent Parents), must Specify the name of them and relation with them.**
  - Details of deduction made from salary in respect of EPF, LIC -Salary saving scheme, GTLI & GMC will be taken from the payroll data**

| Sl. No. | Income Range                              | Income Tax Rate | E.Cess & S. & H.E. Cess |
|---------|---|-----------------|-------------------------|
| I.      | Upto Rs. 5.00 Lac                         | Nil             | Nil                     |
| II.     | Balance (Above 5.00 Lac to Rs. 10.00 Lac) | 20%             | 4% of I.Tax             |
| III.    | Balance (Above 10.00 Lac)                 | 30%             | 4% of I.Tax             |

**For a resident senior citizen, who is 60 Years or more but less than 80 years at any time**

| Sl. No. | Income Range                              | Income Tax Rate | E.Cess & S. & H.E. Cess |
|---------|---|-----------------|-------------------------|
| I.      | Upto Rs. 3.00 Lacs                        | Nil             | Nil                     |
| II.     | Balance (Above 3.00 Lac to Rs. 5.00 Lac)  | 5%              | 4% of I.Tax             |
| III.    | Balance (Above 5.00 Lac to Rs. 10.00 Lac) | 20%             | 4% of I.Tax             |
| IV.     | Balance (Above 10.00 Lac)                 | 30%             | 4% of I.Tax             |

**For any other individual ,Who is less than 60**

| Sl. No. | Income Range                   | Income Tax Rate | E.Cess & S. & H.E. Cess |
|---------|--------------------------------|-----------------|-------------------------|
| I.      | Upto Rs. 2.50 Lac              | Nil             | Nil                     |
| II.     | Above 2.50 Lac to Rs. 5.00 Lac | 5%              | 4% of I.Tax             |
| III.    | Above 5.00 Lac to 10.00 Lac    | 20%             | 4% of I.Tax             |
| IV.     | Above 10.00 Lac                | 30%             | 4% of I.Tax             |

8. Declaration should be submitted within 25th of Jun, 2019. No further declaration will be entertained after the stipulated time.
9. In case declaration not submitted by the employees within 25th Jun ,2019, no tax saving benefit will be given and tax will be deducted on entire Income from Salary.
10. Next Declaration submission or any modification/ changes in the declaration date will be announced by the respective authority, before that nothing will be entertained.
11. Must provide correct e-mail- id for future communication.

For any query Contact :- Finance Dept. Sikkim Manipal University phone: 03592-232041, ext. 113 & 125

**MANDATORY FORM**

Employee No:  
FORM NO.12BB  
(See rule 26C)  
Contact No.

Name:

|   |  |
|---|--|
| <b>1. Name and address of the employee:</b>         |  |
| <b>2. Permanent Account Number of the employee:</b> |  |
| <b>3. Financial year:</b>                           |  |

**Details of claims and evidence thereof**

| Sl No. | Nature of claim   | Details | Evidence / particulars |
|--------|---|---------|------------------------|
| 1      | 2   | 3       | 4                      |
| 1      | <b>House Rent Allowance:</b><br>(i) Rent paid to the landlord<br>(ii) Name of the landlord<br>(iii) Address of the landlord<br>(iv) Permanent Account Number of the landlord<br><br>Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees   |         |                        |
| 2      | Leave travel concessions or assistance  |         |                        |
| 3      | <b>Deduction of interest on borrowing:</b><br>(i) Interest payable/paid to the lender<br>(ii) Name of the lender<br>(iii) Address of the lender<br>(iv) Permanent Account Number of the lender<br>(a) Financial Institutions(if available)<br>(b) Employer(if available)<br>(c) Others  |         |                        |
| 4      | <b>Deduction under Chapter VI-A</b><br>(A) Section 80C,80CCC and 80CCD<br>(i) Section 80C<br>(a) .....<br>(b) .....<br>(c) .....<br>(d) .....<br>(e) .....<br>(f) .....<br>(g) .....<br>(ii) Section 80CCC<br>(ii) Section 80CCC<br>(iii) Section 80CCD<br>(iv) Section 80D<br>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.)<br>under Chapter VI-A.<br>(i) section.....<br>(ii) section.....<br>(iii) section.....<br>(iv) section.....<br>(v) section..... |         |                        |

**Verification**

I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.

Place.....  
Date.....  
Designation .....

(Signature of the employee)  
Full Name

**RECEIPT OF HOUSE RENT**

**(Under Section 1 (13-A) of Income Tax Act)**

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
from \_\_\_\_\_ towards the rent @ \_\_\_\_\_  
\_\_\_\_\_ per month from \_\_\_\_\_ to \_\_\_\_\_  
in respect of House No. \_\_\_\_\_ situated at \_\_\_\_\_  
\_\_\_\_\_

**Affix One  
Rupee  
Revenue  
Stamp**

**Date:** \_\_\_\_\_

**Signature of the House Owner**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**PAN NO.** \_\_\_\_\_

