

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग,
मलकागंज, दिल्ली - 110007
दूरभाष : 01127667458, 27667747
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HANS RAJ COLLEGE

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NAAC ACCREDITED 'A++' GRADE COLLEGE

Date: 10th November, 2025

NOTICE

All employees are requested to declare their proposals for investments/savings for the financial year 2025-2026. Please submit the details by November 25, 2025, so that appropriate income tax can be deducted from your salary.

If we do not receive your information, we will assume that there are no savings to declare under the various sections, and income tax will be deducted accordingly on a monthly basis.

If you fail to submit the required documents, duly self-attested, within the specified period, the due income tax will be deducted from your salary. Please note that any incorrect or false information may result in penalties or interest imposed by the income tax department.

सभी कर्मचारियों से अनुरोध है कि वे वित्तीय वर्ष 2025-2026 के लिए अपने निवेश/बचत प्रस्तावों की घोषणा करें। कृपया विवरण 25 नवंबर, 2025 तक जमा करें, ताकि आपकी तनख्वाह से उचित आयकर काटा जा सके।

यदि हमें आपकी जानकारी प्राप्त नहीं होती है, तो हम मान लेंगे कि विभिन्न धाराओं के तहत कोई बचत नहीं की गई है, और इस आधार पर मासिक रूप से आयकर काटा जाएगा।

यदि आप निर्धारित अवधि के भीतर आवश्यक दस्तावेज, जिन पर आपका स्व-प्रमाणन हो, प्रस्तुत करने में विफल रहते हैं, तो आपकी तनख्वाह से बकाया आयकर काटा जाएगा। कृपया ध्यान दें कि किसी भी गलत या झूठी जानकारी के लिए आयकर विभाग द्वारा दंड या ब्याज लगाया जा सकता है।


Bursar 10/11/2025


HANS RAJ COLLEGE, UNIVERSITY OF DELHI, DELHI -110007**Declaration Format for Claiming Deduction under Income Tax for the F.Y. 2025-2026**Fill the selected tax regime Old Tax Regime/New Tax Regime-()**Please Note:**

- » PAN is mandatory. Please do not fail to furnish the details of the same.
- » Please indicate details of your investments in appropriate columns with the attachment.
- » Please write your employee code on the form (As per the pay slip).
- » Please do not furnish any investment if you have selected new tax regime.

Date: _____**➤ Employee Details:**Employee code:

 PAN Number:

Employee Name: _____

Designation _____ Department _____

Contact No.: _____ E-mail: _____

PART-A: Exemption & Deduction available from salary income:

Sr. No.	Section under which deduction allowed	Description	Supporting documents required	Amount (in Rs.) (to be filled by the employee)	Remarks
1	U/S 80C				
2	U/S 80CCD (1B)	Additional NPS invested by employee			Max. 50,000/-
3	U/S 80D	Mediclaim - Self	Mediclaim Premium Certificate		Max. 25,000/-
		Mediclaim – Parents	Mediclaim Premium Certificate		
4	U/S 24	Interest on Housing Loan (Purchase/Acquisition) after possession only			Max. 2,00,000/-
5	U/S 80E	Loan for Higher Studies			
6	U/S 80U				
7	U/S 89(1)	Relief on Salary Arrears	Fully filled and signed Form 10E		
8	Any other Savings	Name	Supporting Documents	Amount	
9	ANY OTHER INCOME				

HANS RAJ COLLEGE, UNIVERSITY OF DELHI, DELHI- 110 007.

DECLARATION FOR HOUSE RENT ALLOWANCE RELIEF FOR FINANCIAL YEAR 2025-2026

Details of Rent Paid:

1. Rent paid/ payable to Landlord: Rs. _____ Monthly, Rs. _____ Yearly
2. Name of the Landlord to whom rent is paid: _____
3. Pan No. of the Landlord to whom rent is paid

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4. Address of residential property in respect of which rent paid: _____

(Please Note: Attach copy of the Lease/Agreement. In case no agreement is executed submit copy of original rent receipts of each month. Receipt should contain PAN of Landlord if rent for the year exceeds Rs. 1, 00, 000/- (Rupees One Lakh), also attach the copy of PAN card of Landlord. In case rent receipt is not submitted, the relief will not be given.)

Declaration by Employee:

1. Declare that the above statement is true to the best of my knowledge and belief. In the event of any change that may occur during the year pertaining to the information given in the form, I undertake to inform the same to the college. Income Tax liability arising due to failure, if any, for not making/not intimating payment/investment made or proposed to be made by me and / or any wrong declaration would be my responsibility.
2. Proof of the proposed savings declared will be submitted latest by 15th January 2026 and I understand if I am unable to submit the Declaration Form latest by 25th November 2025 and self-attested saving proofs by 15th January 2026, due tax may be deducted from my salary for the month of November, December, January and February 2026, without any intimation to me.
3. I hereby declare that I shall inform immediately to the College any change in monthly rent stated above or discontinuation of house rent payments
4. I also declare that no residential accommodations is owned by me or by my spouse or by my child or by HUF of which I am a member at the place where I reside or perform the duties of employment.
5. I will be personally responsible to Income Tax Department, Govt. of India, for all information pertaining to income tax assessment.

Thanking you,

Yours faithfully,

Signature of the employee

Date _____