

कॉलेज ऑफ वोकेशनल स्टडीज  
(दिल्ली विश्वविद्यालय)  
त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017  
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संदर्भ संख्या  
Ref. No. CVS /2021/1203

दिनांक  
Dated

**30.11.2021**

### **NOTICE**

All the members of Teaching and Non-Teaching staff whose annual income exceeds Rs.2,50,000/- and Rs.3,00,000/- (in case of Senior Citizen) per annum are requested to furnish the requisite particulars in the prescribed proforma attached herewith/ available in the Account Section for the purpose of calculating Income Tax for the Financial Year 2021-22(Assessment year 2022-23) latest by 20.12.2021(and the Tax saving Proof can be submitted latest by 31.12.2021.

Those who wish to avail H.R.A. exemption and are paying rent more the Rs.1,00,000/- per annum, are required to submit copy of Land Lord's Pan Card and rent receipt for each month.

Those who have taken Housing Loan from the Bank or Financial Institution and wish to avail Housing Loan interest exemption, are required to submit the copy of Possession Letter/Registry and Interest /Principle Certificate issued by the concerned institution/Authority.

On the basis of information supplied by the individual, the total amount of Income Tax shall be calculated and deductions shall be made accordingly from the salary during the remaining months. i.e. December-2021, January-2021 and February-2021

**THIS MAY BE TREATED AS MOST URGENT**

  
**Principal**

**Notice forwarded to:-**

1. **Notice Board (Staff Room)**
2. **Accounts (for compliance)**

COLLEGE OF VOCATIONAL STUDIES

FINANCIAL YEAR-2021-22

ASSESSMENT YEAR-2022-23

PARTICULARS REQUIRED FOR THE DEDUCTION OF INCOME TAX AT SOURCE

1. A Name of the Employee \_\_\_\_\_  
B PAN No. \_\_\_\_\_  
WARD/CIRCLE No. \_\_\_\_\_
- C House (Rented or Own)  
(if rented amount of rent being paid on monthly \_\_\_\_\_  
Basis: attach Rent Receipt)
2. A Amount of LIC Prem, paid directly during the year \_\_\_\_\_  
(if any, attach photocopy)
- B Any other amount which qualify for rebate u/s 80 C \_\_\_\_\_  
(Attach Proof)
- C Amount of interest paid/payable on House Loan \_\_\_\_\_  
(Attach Proof)
3. TOTAL SAVING U/S 80 C FROM ALL SOURCES \_\_\_\_\_
4. Any other Income from all sources \_\_\_\_\_
5. Installment received u/s 80 CCA/80CCB/NSS \_\_\_\_\_  
if any

Certified that the employer has deducted the Income Tax on monthly average basis on my request and I will submit all documents/papers, if any, pertaining to above information latest by 31.12.2021 failing which the income tax due be deducted from my salary from the month of January & February-2022.

Signature of Individual \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email id \_\_\_\_\_

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