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**OFFICE OF THE DISTRICT AND SESSIONS JUDGE
NORTH WEST DISTRICT: ROHINI COURTS: DELHI**

CIRCULAR

All the Judicial Officers and officials posted at North West District, Rohini Courts, Delhi who are on the Pay Roll of the North West District, are requested to submit duly filled in enclosed Proposed Saving Form for the financial year 2019-2020 latest by **30th September 2019** and Saving Proof/Documents latest by **10th January 2020**, in the Accounts Branch, North West District, Rohini Courts, Delhi so as to calculate the tax to be deducted at source from salaries U/s 192 of the Income Tax Act 1961 and tax could be apportioned accordingly. It is also requested that realistic proposal may be made, so as, not to leave scope for major changes towards the end of the financial year. **No separate circular for submission of documents in support of the filled proposed saving shall be circulated.**

If the duly filled in Proforma is not received by the given date, the tax shall be deducted at source, as per record available in the office.

It is requested to fill your PAN No., residential address, E-mail I.D & Tel./Mobile No. as form without above information shall not be entertained.

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(Raj Rani)

Additional Session Judge
Drawing & Disbursing Officer
North-West District
Rohini: Delhi

No. 28645-28720/PB/Accts./NW/Rhni/2019

Dated 21/09/2019

Copy forwarded to:-

1. P.S. to Ld. District & Sessions Judge (North-West), Rohini Courts, Delhi.
2. All the Ld. Judicial Officers, North West District, Rohini Courts, Delhi with the request to bring the above circular to the notice of the staff posted in their courts.
3. All A.O.(Judicial)/Branch In-charges, North West District, Rohini Courts, Delhi with the request to bring the circular to the notice of the staff posted in their branches.
4. A.O.(Judicial), Computer Branch, North West District, Rohini Courts, Delhi with the request to upload the Circular on the official Website.

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DRAWING & DISBURSING OFFICER
NORTH-WEST DISTRICT: ROHINI

PROPOSED SAVING FORM FOR THE YEAR 2019-2020

1. Name & Designation of the Officer/Official _____
S/o / D/O / W/o _____
2. E.C. /PIN No. _____
3. Contact No. _____
3. PAN No. (Mandatory) _____ (Attach self attested photocopy of PAN Card)
5. Residential Address (Owned/Govt./Rented) _____

I hereby declare and propose savings in the current Financial Year 2019-2020, under Income Tax sections as indicated below.

below.

S.No.	NATURE OF SAVING/REBATE	PARTICULARS	
1.	HRA Rebate under I.Tax Rule-2A and u/s 10 (13A)	Monthly Rent Paid Rs. _____ (If Annual Rent paid exceeds Rs.1 lac., Copy of PAN Card of Landlord is mandatory) Also affix Revenue Stamp crossed signed.	
2.	Interest on Loan borrowed for construction/acquisition of a house property or HBA Interest (upto Rs. 200000/-) u/s 24		
Documents to be enclosed with declaration from for claiming benefit of House Building Loan : Accrued House Building Principal/Interest Certificate from the Borrowing Authority/Bank for the F.Y. 2019-2020.			
	Rebate u/s 80C, 80CCC & 80CCD	U/S	Amount in Rs.
4. a)	GPF Contribution (As per salary record)	80 C	
b)	UTGEIS/Group Insurance (As per salary record)	80 C	
c)	LIC/ Life Insurance from other institutions/companies	80 C	
d)	PLI/ULIP	80 C	
e)	NSC	80 C	
f)	PPF (Maximum upto Rs.1.50 lac)	80 C	
g)	Tuition Fee excluding development fee & donation etc. (upto 2 children)	80 C	
h)	ELSS Mutual Funds (Tax Saver)	80 C	
i)	Fixed Deposit/Post Office Time Deposit for a minimum period of 5 years in scheduled bank (Tax Saver)	80 C	
j)	Payment of Principal amount/installment against House Building Loan/HBA (Attach Certificate)	80 C	
k)	Pension Scheme Investments (Upto Rs. 1.5 lac)	80 CCC	
l)	Contribution to New Pension Scheme (CPS) Fund – Employee's Share (As per Salary record)	80 CCD	
m)	Investment in NPS (National Pension Scheme) up to Rs 50,000 (other than NPS deducted from salary)	80CCD (1B)	
n)	Any other saving (e.g. Investment in Sukanya Samridhi Account) etc., if any		

P.T.O.

Maximum Rebate u/s 80-C, 80 CCC & 80-CCD is allowed upto Rs.1.50 lac			
5. a)	Contribution toward DGEHS/DHS (As per salary record)	80 D	
b)	Another Medical Insurance Policy – paid for Self/ Spouse/ Children/ Dependent Parents)	80 D	
	Rebate us 80C, 80 CCC & 80 CCD	U/S	Amount in Rs.
6.	Expenditure for medical treatment or deposit made for handicapped dependent with disability : i) With more than or equal to 40% disability – Rs.75,000/- (Fixed Amount) ii) With severe disability more than or equal to 80% - Rs.1,25,000/- (Fixed Amount)	80 DD	
7.	Medical treatment of Assessee or a dependent with specified diseases (Cancer, AIDS, Neurological, Chronic Renal Failure). Actual expenditure subject to maximum of RS.40,000/- (Rs.1,00,000/- if dependent is Senior Citizen)	80 DDB	
8.	Employee suffering from disability – i) With more than or equal to 40% disability – Rs.75,000/- (Fixed Amount) ii) With severe disability more than or equal to 80% - Rs.1,25,000/- (Fixed Amount)	80 U	
Please attach Self declaration and necessary documentary evidence for claiming rebate u/s 80DD/80DDB and Self attested copy of Disability Certificate is required for claiming rebate u/s 80U.			
9.	Interest on Loan for Higher Education of employee or the higher education of his/her spouse/children	80 E	
10.	Donations made to Institutions/Entities approved by Government of India like PM Relief Fund; PM Earthquake Fund; PM National Relief Fund; As per list revised by Income tax Act (can be claimed from office) Reset by Income Tax Department Directly.	80 G	
11.	Other Income (if any) – 1. Interest accrued on NSC 2. Interest on Saving Bank Account (In lump Sum) 3. Interest on Fixed Deposits 4. Any Other Income		

NOTE :

- Form will not be accepted without PAN No., residential address & Tel./Mobile Number.
- Last Date for Submission of form: 30.09.2019.
- Please full up the form only on the basis of savings/invested amount for current financial year commencing from 01.04.2019.
- The detailed list of savings can be enclosed with this Form, if space is insufficient.
- Interest on FDRs & Saving Account be shown separately.

(Signature of Officer/Official)

Name (IN BLOCK LETTER)_____

Designation_____

Posting_____

Mob. No._____