OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH-WEST DISTRICT, DWARKA COURTS, NEW DELHI.

Sub: Proposed Saving Form for Calculation of Income Tax for the Financial Year 2018-2019 (A.Y.2019-2020)

The enclosed form may please be completed, showing the details of actual/ proposed saving for the period from **01/04/2018 to 31/03/2019**, so as to calculate the tax to be deducted at source u/s 192 of the Income Tax Act, 1961. It is requested that **realistic proposals** may be made, so as **not to leave scope for major changes** at the end of financial year.

It may be ensured that the enclosed form duly filled reaches the office latest by **06/08/2018**, so that tax deducted at source may be apportioned from salary from the month of **August 2018** onwards.

This circular issued with concurrence of Learned District & Sessions Judge, South-West District, Dwarka, New Delhi.

Note : Please do not forget to fill up your PAN NUMBER, PIN NUMBER, Present Posting with Extn. Number, Residential Address and Tel./Mobile No.

(Ajay Mehrol) 25/7/18
DRAWING & DISBURSING OFFICER
DWARKA COURT, NEW DELHI.

No. 16810 – 16905 Acctts./12/IT/DWK/2018 Dated: 26-07-18

Copy forwarded to:-

1. PS to the Ld. District & Sessions Judge, Dwarka Courts, New Delhi.
2. All the Judicial Officers posted at Dwarka Courts with a request that the circular be also brought to the notice of the staff posted in their court.
3. All Administrative Officers (J), Accounts Officer and Branch In-charges, Dwarka Court, New Delhi with a request that circular be brought to the notice of the concerned staff posted in the Branch/Office.
4. Website Committee with request to put the same on the website of the District Courts, South-West District, Dwarka, New Delhi.
5. Guard File.

DRAWING & DISBURSING OFFICER 25/7/18
DWARKA COURT, NEW DELHI.

(Annexure-"A")

Last date for Pro-forma submission 06/08/2018

OFFICE OF THE DISTRICT & SESSIONS JUDGE, S/W DISTRICT, DWARKA COURTS, NEW DELHI.

PROPOSED SAVING PRO-FORMA FOR THE YEAR 2018-2019 (A.Y.2019-2020)

1. Name & Designation of the Officer/Official (IN BLOCK LETTERS) _____
2. PIN NO.(8 Digits)_____Mobile No. _____EXTN._____
3. PAN No. (Mandatory)_____**(Attach self attested photocopy of PAN Card)**
4. Residential Address(Owned/Govt./Rented)_____

I hereby declare and propose savings in the current Financial Year 2018-2019, under Income Tax sections as indicated below. I enclosed herewith requisite self attested copies of documents to claim rebates :

S.NO	NATURE OF SAVING/REBATE	PARTICULARS	
1.	*HRA rebate under Income Tax Rule-2A and u/s (13A)*	Monthly Rent Paid Rs._____ (if amount rent paid exceeds Rs.8333/- pm, Copy of Pan Card of Landlord is mandatory	
2.	*Interest on Loan borrowed for construction / acquisition of a house property or HBA Interest u/s 24*		
3.	***DETAILS OF HOUSE BUILDING LOAN***	**DETAILS OF TRANSACTIONS**	**AMOUNT**
a)	*Amount of Loan (Date /Year in which loan disbursed)*		
b)	*Date of Completion Certificate of house or date of possession/ occupation of house.*		
c)	*Income/Loss from House Property (enclose computation details)*		

List of documents to be enclosed with the declaration form for claiming benefit of House Building Loan.

i) Sanction Letter of Loan and passion/Allotment letter in respect of property for which rebate of House building loan is claimed.

ii) Accrued House building principal/Interest certificate for the borrowing Authority/Bank for the F.Y.2018-2019

iii) Bank Statement/Pass Book Showing the House Loan installments/deductions for the Assesses.

*iv) HBA benefit will be given to those, who will submit the undertaking with the proposed saving pro- forma that **he/she has the property in his/her possession. Also clarify whether the loan availed is in the single name of Joint name. In case of joint Loan HBA Rebate of only 50% will be given to the officer/official,** failing which, no benefit will be given. Copy of possession letter is also be enclosed for claiming the same.*

5.	***Rebate u/s 80C, 80CCC & 80CCD***	**U/S**	**Amount In RS.**
a)	*GPF Contribution (As per Salary Record)*	80C	
b)	UTGEIS/Group Insurance (As Per Record)	80C	
c)	LIC (Upto 20% of the sum assured)	80 C	
d)	PLI	80 C	
e)	ULIP	80C	
f)	NSC	80C	
g)	PPF (Maximum upto Rs.1.50 Lac)	80C	
h)	Tuition fee excluding development fee & donation etc. (Upto first two children)	80C	
i)	ELSS Mutual Funds (Tax Saver)	80C	
j)	Fixed Deposit/ Post Office Time Deposit for a minimum period of 5 years in scheduled bank	80C	
K)	Payment of Principal amount / installment against House Building Loan/ HBA (Attach Certificate)	80C	
l)	Pension Scheme Investment (Upto Rs.1 Lac)	80CCC	
m)	Contribution to New Pension Scheme (CPS) Fund Employee's Share (As Per record)	80CCD	
n)	Any other Saving (e.g. Investment in Sukanya Samridhi Account) etc., if any		

Maximum Rebate u/s 80-C,80CCC,80CCD is allowed upto Rs. 1.50 lac

	Rajiv Gandhi Equity Savings Scheme (RGESS) The maximum investment allowed for claiming deduction under RGESS is Rs. 50,000.	80 CCG	
Rebate u/s 80DD, 80DDB & 80 U		**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 Assesses or a dependent with Specified diseases (Cancer, AIDS, Neurological, Chronic Renal failure). Actual expenditure subject to maximum of Rs.40,000/-(Rs.60,000/- if dependent is Senior Citizen)	80DDB	
8.	Employee suffering from disability- i) With more than or equal to 40 % disability disabilities – Rs.75,000/- ii) Wither 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 80 DD/80DDB and self attested copy of Disability Certificate is required for claiming rebate u/s 80 U			
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 (for example PM Relief Fund)	80 G	
11.	Other Income (If Any)- 1. Interest accrued on NSC 2. Interest on Saving Bank Account 3. Interest on Fixed Deposits 4. Pension 5. Any Other Income		

Note :-

a) PAN Number should be mentioned on proposed Saving From along with Copy of PAN Card, **otherwise the Pro-Forma will not be accepted.**

b) Please fill up only on the basis of savings/invested amount for current financial year commencing from 01.04.2018.

c) The detailed list of savings can be enclosed with this pro-forma, if space is insufficient.

d) Income Tax Rates applicable for the Financial Year 2018-2019 :

Upto Rs. 2,50,000	--	Nil
Rs.2,50,000- to Rs. 5,00,000	--	5%
Rs.5,00,000- to Rs. 10,00,000	--	20%
Above Rs. 10,00,000	--	30%
Education Cess		4% of the Income Tax

Employee Declaration:

a) I hereby confirm that the statements made are correct and I shall be responsible for any liability arising out of any commission or miss- statement therein.

b) **I undertake to produce proof of savings and investments as proposed in this pro-forma Latest by 05-01-2019, failing which tax may be deducted at source without any reference to me.**

(Signature of Officer/Official)