



**Sri Venkateswara College**  
**(University of Delhi)**  
**Dhaura Kuan, New Delhi**

Ref. SVC/Account/IT/2022-23/DK /1803

04/11/2022

**NOTICE**

All the Staff Members (Teaching & Non-Teaching) and Pensioners are requested to submit necessary information in the prescribed form 12BB (Income tax self-assessment form) for the financial year 2022-2023 (Assessment Year 2023-2024). The same duty filled in and completed in all aspects may be submitted to the Office of the Section Officer (Accounts) on or before **30<sup>th</sup> November, 2022.**

It may be noted that no forms will be accepted beyond the due date and extension of last of date for the same shall not be permitted under any circumstances.

Active co-operation of one and all shall highly be appreciated.

*C. Shula Reddy*  
PRINCIPAL

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Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to the Coordinator, Bursar, Administrative Officer, Section Officer (Accounts), Dealing Assistants (Accounts), College Website, Staff Notice Board & File.

*[Handwritten signature]*

## FORM NO.12BB

(See rule 26C)

New/Old Tax Regime

1. Name and address of the employee:

2. Permanent Account Number of the employee:

3. Financial year:

2022-23 (Assessment Year 2023-24)

## Details of claims and evidence thereof

Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance:		
	(i) Rent paid to the landlord		
	(ii) Name of the landlord		
	(iii) Address of the landlord		
	(iv) Permanent Account Number of the landlord		
	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	Deduction of interest on borrowing:		
	(i) Interest payable/paid to the lender		
	(ii) Name of the lender		
	(iii) Address of the lender		
	(iv) Permanent Account Number of the lender		
	(a) Financial Institutions(if available)		
	(b) Employer(if available)		
	(c) Others		

Deduction under Chapter VI-A

(A) Section 80C, 80CCC and 80CCD

(i) Section 80C

(a)	Provident Fund		
(b)	P.P.F.		
(c)	LIC		
(d)	GIC		
(e)	Mutual Fund		
(f)	House Building Loan (Principal)		
(g)	.....		
(h)	.....		
(i)	.....		

(ii) Section 80CCC

(iii) Section 80CCD

(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.

(i)	section 80(D) Mediclaim		
(ii)	section 80(G) Donation		
(iii)	section.....		
(iv)	section.....		
(v)	section.....		

Verification

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

Place.....	(Signature of the employee)  Full Name
Date.....	
Designation .....	

**NOTE :**

- (1) Kindly furnish Two receipts should be provided; one at the beginning and the second one at the end of financial year. Rent receipt should be affixed with proper revenue stamp, if required. **House Rent Exemption will be admissible only when rent receipt will be attached or produced. Merely mentioning of House Rent Receipt amount is not accepted.**
- (2) **Please mention New/ Old tax regime**, if form 12BB is not submitted or new/old regime not mentioned. The income tax will be calculated as per Old regime.

I, Mr/Ms./Dr..... hereby undertake that the above property for which, I am claiming tax exemption on interest is self occupied and not let out and for this property I have taken home loan on..... (issue date of home loan).

**Signature**

**(No rebate will be given if the above declaration is not signed.)**

Kindly Attach the following documents failing which Interest on House Building Loan allowable as per IT Rules will not be permitted.

- (a) Copy of Possession Letter
- (b) Certificate from Bank for the financial year 2022-23 clearly stating the Principal and Interest amount.

**Kindly fill the undertaking in Point (3) if you are claiming exemption of Interest on Housing Loan**

**Kindly furnish the details on or before 30/11/2022, No Forms will be**

**accepted after due date i.e. 30/11/2022**

***Important: Rebate will be given only for the supporting documents physically attached at the time of submission of form and at the subsequent period of time they are physically produced as and when.***