



श्री वेंकटेश्वर महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuna, New Delhi-110 021



प्रोफेसर वज्जला रवि  
प्राचार्य

Prof Vajala Ravi  
Principal

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21st October, 2024

Office Memorandum

**Subject:-Submission of Annual Life cum Non-Employment Certificate- Regarding.**

This is for the information of all concerned that all pensioners have to submit their **Annual Life cum Non-Employment Certificate** in the prescribed format duly filled in and completed in all the aspects, in the month of November for information and further necessary action, as per rules. **The pensioners in the age group 80 years and above may submit the same from 1st October onwards every year. However, the pensioners under 80 year of age have to submit the same on or after 1st November only every year, as per the existing norms.**


It is pertinent to mention here that the Annual Life cum Non-Employment Certificate can be submitted manually by post or digitally, as per the convenience of the pensioner by the following modes:-

1. Life Certificate can be recorded by the pension dispersing authorities (PDAs), if the pensioner physically appears before the PDA.
2. **In-person appearance of the pensioner will not be required if they submit the life certificate form signed by any designated official, i.e., a pensioner who produces a life certificate in the prescribed form, signed by persons specified as per annexure-I, is exempted from personal appearance, as per rules. A list of designated officials specified for signing the life certificate is attached as Annexure-I.**

It is pertinent to mention here that new income tax regime is now the default regime w.e.f. financial year 2023-2024 (Assessment Year 2024-2025). Accordingly, the taxpayers have an option to choose old regime at the beginning of the financial year. They are requested to submit their option in writing to the office of the Section Officer (Accounts) for old tax regime by **30th November, 2024 positively** failing which new tax regime will be the default regime, as per existing rules. It may also be noted that no option will be accepted beyond the due date and extension of last of date for the same shall not be permitted under any circumstances.

If the pensioners have done saving(s) for income tax for the financial year 2024-2025 (Assessment year 2025-2026), they may submit the necessary information in the prescribed form-12BB duly filled in and completed in all the respects. The same may be submitted to the office of the Section Officer (Accounts) along with the Annual Life cum Non-Employment Certificate on or before **30th November, 2024** positively, for further necessary action in the matter.

Active cooperation of one and all shall highly be appreciated.

  
प्रो. वज्जला रवि / Prof. Vajala Ravi  
प्रधानाचार्य / Principal  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaura Kuan, New Delhi-21

Copy forwarded for information and necessary action to the Teachers-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistant/Hands (Accounts, Administration & Establishment), Principal's office, All Concerned, College Website; and File.

  
अनुभाग अधिकारी (अ/अ)  
Section Officer (Accounts)  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi



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(University of Delhi)  
NAAC Grade A+



**LIFE CERTIFICATE TO BE SUBMITTED BY PENSIONER**  
(To be furnished by Pensioner/ Family Pensioner)

This is to certify that I have seen the Pensioner/ Family Pensioner Shri/ Smt..... husband/ wife/ son/ daughter of Shri/ Smt..... Retired on..... from Sri Venkateswara College (University of Delhi), Benito Juarez Road, Dhaula Kuan, New Delhi – 110 021, holder of Pension from the Sri Venkateswara College (University of Delhi) and that he/ she is alive on this date.

Affix Passport Size  
Attested Photograph

Place .....

Name .....

Date .....

Designation.....

\*Authorized Officer (With Seal)

\* Gazetted Officer/ Manager of Nationalized Bank or any other Officer, not below the Rank of Mandal Officers/ Tehsildar of the area where pensioner is living. The Pensioner could also present in person before the Principal for complying with the verification of certificate(s).

**NON-EMPLOYMENT CERTIFICATE**  
(Applicable in the case of Pensioner/ Family Pensioner)

\* I declare that I have not received any remuneration for serving in any capacity in any establishment of the Central Government/ State Government, the University or its affiliated Colleges, Central Autonomous bodies, Central/ State Sector Undertakings, R. B. I. Nationalized Banks/ L.I.C./ G.I.C. etc. during the period November to October 20.....

\* I declare that I have been employed/ re-employed in the office of..... and was in receipt of the following emoluments during the period.

My Saving Bank A/c No. with you is Lgr. No. .... A/c No. ....

Signature/ Thumb Impression .....

Name of the Pensioner .....

PAN Number .....

Permanent Address .....

Date of Birth .....

Telephone/ Mobile Number .....

Aadhar Number .....

E-mail ID .....

\* Delete whichever is not applicable

**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:	2024-25 (Assessment Year 2025-26)

**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)		
4	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**

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

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