

Himachal Pradesh University
(NAAC accredited ‘A’ Grade University)
*****Accounts-I Section*****

*Declaration for Availing Exemption and Deduction from Salary for F.Y. 2024-25
(A.Y 2025-26) for the Purpose of TDS*

(1) Name: Designation:
E.Code: Department:
PAN No.

(2) Deduction available from salary income under chapter VI A in respect of payment:

Sr. No.	Description of Savings/ Expenses Incurred	Documents Required	Maximum Limit (Rs.)	Amount in Rs.
1.	House Rent Allowance - Sec. 10(13A) and rule 2A	Original Rent Receipts every month (with Revenue Stamp above Rs.4999/-) or Rent Agreement. Receipt should contain PAN of Landlord if Rent for the year exceeds one Lakh .	Nil	
2.	Contribution to National Pension System notified by Central Government- 80CCD(1)	Copy of Payment Receipt / Passbook	Maximum Rs.150,000/- or 10% of Basic Pay + D.A	
3.	National Pension System- 80CCD(1B)	Copy of Payment Receipt / Passbook	50,000/-	
4.	Mediclaim – 80D (Self, Family & Parents)	Mediclaim Policy Copy or Premium Certificate	25,000/-	
5.	Mediclaim – 80D (Self, Family & Parents Sen. Citizen)	Mediclaim Policy Copy or Premium Certificate	50,000/-	
6.	Medical Expenditure for Himself, Family, Parents (Sen. Citizen or not) (not having Mediclaim Policy) - 80D	Original Medical Bills	30,000/-	
7.	Interest on Housing Loan (Loan taken prior to 01/04/99) -Sec.24(b)	Certificate from Bank / Financial Institution	30,000/-	
8.	Interest on Housing Loan (Loan taken after 01/04/99)- Sec.24(b)	Certificate from Bank / Financial Institution	2,00,000/-	
9.	Expenditure on Maintenance or Medical treatment being Dependant with – Disability Rs. 75,000 – Several Disability Rs.1,25,000- 80DD	Certificate from Prescribed Authority in Rule 11A Form No. 10-IA Sec. 80DD	75,000/- or 1,25,000/-	
10.	Expense on Dependent for Specified Disease [Very Sen. Citizen ie., (80 years) Rs 80,000 for others Rs 40,000]- 80DDB	Prescription from Prescribed Authority in Rule 11DD Sec. 80 DDB	40,000 or 80,000/-	
11.	Person with disability Rs. 75,000 – Severe disability Rs.1,25,000- 80U	Certificate from Prescribed Authority as per Rule 11A Form No. 10-IA	75,000/- or 1,25,000/-	
12.	Donations -Section 80G	Receipt from appropriate authority	Donation Amount	

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*** Deduction under 80C**

Sr. No.	Description of Savings/ Expenses Incurred	Documents Required	Maximum Limit (Rs.)	Amount in Rs.
1.	Public Provident Fund	Copy of Payment Receipt / Passbook	150000/-	
2.	Life Insurance Premium (beyond salary savings)	Copy of Premium Payment Receipt		
3.	Repayment of Housing Loan Principal	Certificate from Bank / Financial Institution		
4.	Mutual Fund (Equity) (Sec. 10(23D))	Statement of Holding		
5.	NSC Purchased during the year	Copy of NSC Certificate/s		
6.	Interest on NSC Purchased	Statement regarding date of purchase & amount		
7.	Tuition Fees (upto Two Children)	Copy of Payment Receipt from School		
8.	National Saving Scheme	Copy of NSS Certificate/s		
9.	Sukanya Samriddhi Account	Copy of Deposit Receipt		

***Any other income/s**

1.	Savings Bank Interest	Copy of Passbook	
2.	Interest	Copy of documents from bank	
3.	Property Income	Must have ownership of property	
4.	Pension/Family Pension		

Please Note:-

- Deduction under section 80C+80CCC+80CCD(1) limited to Rs 150,000/- (Section 80CCE)**
- Deduction of Rs. 50,000/- under section 80CCD(1B) is over & above Rs.150000/-.**
- Provided No Deduction under section 80CCD(1B) shall be allowed in respect of the amount on which a deduction has been claimed and allowed u/s 80CCD(1)**
- Deduction u/s 80D shall be allowed only if the payment is made by any mode other than cash. Exception is only for amount paid for Preventive health check up.**
- Maximum Deduction u/s 80D shall be allowed only upto RS 50,000/- in case point 5 & 7 AND RS 25,000/- in any other case.**
- For Interest on housing loan:- provided such acquisition or construction is completed within [three] years from the end of the financial year in which capital was borrowed.**

DECLARATION

I, declare that the above statement is true to the best of my knowledge and belief. In the event of any change that may occur during the year pertaining to the information given in the form, I undertake to inform the same to the university. Income Tax liability arising due to failure, if any, for not making / not intimating payment / investment made or proposed to be made by me and / or any wrong declaration would be my responsibility.

I further undertake to provide all documentary proofs of payment made by me before 18th December 2024 and if I fail to do so, the University can make full deduction of income tax dues from January 2025 & February 2025 salary.

Note:- Employee can opt the new tax regime as per new guidelines. If employee want to deduct tax under new tax regime then tick on checkbox : ☐

Date:

Signature of the Employee

DECLARATIOIN CERTIFICATE FOR THE HOUSE RENT ALLOWANCE

Proforma(A) (2024-25)

- 1. Certified that I have neither been provided with government accommodation I refused such accommodation during the period in respect of which the allowance is being claimed.
- 2. I certify that I am incurring some expenditure on rent, contribution towards rent. Incurring some expenditure toward house of property tax, incurring some expenditure maintenance of the house.
- 3. I certify that I am not sharing accommodation allotted to my parents/children/husband by the state government/central government, an autonomous public Section undertaking (Including LIC and Nationalized Bank) or semi government organization such as Municipal Corporation etc., allotted rent free accommodation to other government servant.
- 4. I also certify that my wife/husband not being allotted family accommodation at the same station by the state government, central government at autonomous public section undertaking or semi-government organization such as Municipal Corporation etc.
- 5. I certify that my husband/wife is in government (Name of the department _____) and only I am/my husband/my wife drawing house rent allowance.

Proforma(B)(2024-25)

Detail of couple case who are posted in the same station of nearby station also be submitted the **DDO undertaking** from concerned department along with this proforma.

Name & Designation of Employee	Date of Posting in this office	Name of spouse	Place of posting with address(spouse)	When posted (spouse)	Whether drawing HRA (By spouse)

Name & Designation
Address _____

FULL PARTICULAR OF RESIDENTIAL ACCOMMODATION OCCUPIED (GOVERNEMTN.PRIVATE)