

01-13/2016-PB  
Government of India/भारत सरकार  
Ministry of Communications /संचार मंत्रालय  
Department of Telecommunications/दूरसंचार विभाग  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1/संचार भवन 20, अशोका रोड, नईदिल्ली-1

Dated: the 19<sup>th</sup> August, 2019

## Circular

### **Sub: Submission of salary and Saving details for Income Tax calculation for the year Financial Year (F.Y.) 2019-20- reg.**

All the Officers/Officials of DoT, are requested to **submit the details regarding savings for income tax purpose for the F.Y. 2019-20** to the Pay Bill Section in the enclosed format **on or before 16<sup>th</sup> September, 2019 positively, failing which the income tax will be deducted as per the standard rates.** It is also mandatory to enclose the copy of the relevant document(s)/ paper(s)/ regarding savings with the enclosed format.

2. The Performa is also available at website [dot.gov.in](http://dot.gov.in) under the heading **DOWNLOAD FORMS** and **also in e-office.**

Encl: As above.

*Ph. No. 01123036418*  
19/08/2019  
Section Officer (Pay Bill)  
Ph. No.-01123036418

To

1. All Officers/Officials of DoT (HQ).
2. ADG (IT-II), DoT (HQ), with request to upload the Performa for the F.Y. 2019-20 on the website of DoT under the **DOWNLOAD FORMS** and remove the old Performa which is already available at website under the Heading **Download Forms**.

(See rule 26C)

**Statement showing particulars of claims by an employee for deduction of tax under section 192**

1. Name of the employee:			
2. Employee Code of the Employee:			
3. Designation of the employee:			
4. Permanent Account Number of the employee:			
5. Financial year:		2019-20	
6. Gross Salary for the above financial year:			
<b>Details of claims and evidence thereof</b>			
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 year exceeds one lakh rupees		
	Note 2: Further, those who are seeking HRA exemption, it is also mandatory to submit the Rent Receipt for all the months for which one is claiming exemption (revenue stamp affixed on receipt) or copy of Rent Agreement.		
2	Loss for house Property (Proof to be attached)		
	(a) Bank Name (if applicable)		
	(b) PAN of the lender (Bank or Financial Institution)		
	(c) Others		
3	Income from other sources		
	(a) Sources 1 .....		
	(b) Source 2.....		
	(c) .....		
4	Deduction under Chapter VI-A		
	(A) Section 80C,80CCC and 80CCD (Max Rs.1,50,000)		
	(i) Section 80C (Relevant proofs to be attached)		
	(a) GPF		
	(b) PPF		

	(c) CGEGIS	
	(d) PLI/LIC	
	(e) Tuition Fees(Limited to 2 children)	
	(f) HBA Installment (Principal)	
	(g) .....	
	(h) .....	
	(ii) Section 80CCC	
	(iii) Section 80CCD	
	(iv) Section 80CCD (1B) (Proof to be attached)	
	(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (With relevant proofs attached)	
	(i) section 80D (CGHS)	
	(ii) section.....	
	(iii) section.....	
	(iv) section.....	
	(v) section.....	
Verification		
I,.....,son/daughter of..... do hereby certify that the information given above is complete, correct and true to the best of my knowledge and I seek the tax exemption of only above mentioned sections of the IT act and if the relevant documents are not furnished by me then the TAX may be deducted as per the standard rates.		
Place:		
Signature of the employee:		
Mobile No. ....		(signature)
Date.....		Full Name:

All the necessary proofs are submitted by the officers/officials.

Dealing Assistant

(Verified by AAO)