



भारत सरकार  
रक्षा मंत्रालय  
रक्षा लेखा नियंत्रक, गुवाहाटी  
GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI



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**CIRCULAR NO. 114**  
**THROUGH OFFICIAL WEBSITE**

**Subject: Submission of Income Tax Savings Documents for the Financial Year 2020-2021 : DAD**

For the purpose of assessment and regularization of Income Tax for the **Financial Year 2020-21 (Assessment Year 2021-22)** all the officers and staff are requested to submit the following documents :-

(i) Proof of savings/documents viz. insurance premium receipt, NSC, Infrastructure Bond, PPF Bank Statement, Housing Loan Certificate from bank, rent receipt, Copy of House Owner's Pan Card etc should be produced as per Annexure I and II. (Enclosed)

(ii) **Any Officers and Staff claiming exemption of Income Tax under IT Act 1961 under section 197 who have not forwarded the Exemption Certificate for FY 2020-21 from Income Tax Department are advised to do so at the earliest; failing which Total Tax Payable will be deducted at source and Tax refund if any should be claimed only from IT Department.**

(ii) Those employees who had produced "Self Declaration" earlier, should also submit Proof of savings/documents along with Annexure I and Annexure II failing which the "Self Declaration" submitted earlier shall be considered null and void and Tax Deduction at source shall be done accordingly.

It is therefore requested to submit the above documents (whichever applicable) duly completed in all respect on or before **30/11/2020** to enable the DDO to regulate the Income Tax deduction at source during the current financial year. In absence of receipt of the aforementioned documents from the official, the Income Tax will be deducted based on the available information at this end and any refund, if admissible may be claimed only from the Income Tax department.

- sd -

Shri N.R.Biswas  
(Jt CDA)

No. AN/III/019/OIT/2020-21/Vol-XI

Dated: 20 /10/2020

Distribution

EDP centre:

For uploading of the same on CDA Guwahati Website please.

D K ROY, AO  
(AN-III)

**Annexure I**

**PROFORMA/SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2020-2021 AY 2021-2022)**

EMPLOYEE NAME: \_\_\_\_\_ DESGN: \_\_\_\_\_

EMPLOYEE ACCOUNT NO: \_\_\_\_\_ PAN NO. \_\_\_\_\_

OFFICE: \_\_\_\_\_

**PREFERRED TAX MODULE:** OLD MODULE/NEW TAX MODULE (Strike out whichever is not applicable)

**EXEMPTIONS CLAIMED FOR OLD TAX MODULE**

Sl No.	Type Of Savings	Section	Policy No/Folio No/Bank A/C No/ Reference No.	Amount For The Full Year	Whether Proof Submitted (Yes / No)
1	INTEREST ON HOME LOAN	24(b)			
2	PRINCIPAL OF HOME LOAN	80C			
3	PUBLIC PROVIDENT FUND*	80 C			
4	NSC	80 C			
5	BOND	80 C			
6	MEDICAL PREMIUM	80 D			
7	LIC/PLI	80 C			
8	LIC/PLI	80 C			
9	LIC/PLI	80 C			
10	LIC/PLI	80 C			
11	ELSS	80 C			
12	BANK DEPOSIT UNDER TAX SAVINGS	80 C			
13	SUKANYA SAMRIDDHI	80 C			
14	DONATIONS*	80 G			
15	RENT PAID	10(13a)			
16	OTHERS				
17					
18					
19					
20					

I hereby declare the information stated above is true and correct and will inform immediately of any change in the above fact.

\*Please note that mandatory contributions made towards **GPF, NPS, PMCares Fund** through Paybill are already accounted for in TULIP SYSTEM.

Place:  
Date:

Signature



**HOUSE RENT RECEIPT (SAMPLE)**  
**Relief (Under Section 10 (13A) of income Tax Act)**

Received a sum of Rs. \_\_\_\_\_ (Rupees in words \_\_\_\_\_  
\_\_\_\_\_) towards rent for the year 2020-21 from  
Mr/ Mrs \_\_\_\_\_ @ Rs. \_\_\_\_\_ per month  
From \_\_\_\_\_ to \_\_\_\_\_ residing at the address \_\_\_\_\_  
\_\_\_\_\_

Stamp

DATE:

SIGNATURE OF HOUSE OWNER

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAN NO \_\_\_\_\_  
(IF APPLICABLE)