

**CENTRAL SANSKRIT UNIVERSITY**  
**GURUVAYOOR CAMPUS, PURANATTUKARA**

**NOTICE No. 209**

**Dated: 14.11.2023**

**Sub: Submission of Declaration Form for the Financial year 2023-2024 : reg.**

All Officials/Staff/Pensioners are hereby informed that Declaration Form for the Income Tax Calculation purpose for the financial year 2023-2024 is made available on Campus Website and emailed to all. All Officials/Staff/Pensioners are hereby requested to send duly completed Declaration form with details about Income/Savings/Investments to the undersigned by-hand/post/email ([director-thrissur@csu.co.in](mailto:director-thrissur@csu.co.in)).

It is requested to submit self-attested copies of savings/contributions/investments made by staff (as mentioned in Declaration form) to Accounts Section by 30<sup>th</sup> November, 2023. In case, no self-attested copies are received by 30.11.2023, it will be assumed that no savings/investments/contributions are made and also tax will be calculated as per rules without considering Investments/Savings declared. (It is only applicable to Officials/Staff/Pensioners who are opted Old regime).

Further, the employees who are opted New regime are hereby requested to provide their perquisites, if any (As mentioned in the Declaration Form Sl. No. 09) for the calculation of Income tax on or before 30<sup>th</sup> November, 2023.

  
DIRECTOR *lc*

**Encl : Declaration Form (Annex I & II)**

**Copy to:**

1. Circulation among all Employees/Pensioners of CSU, Guruvayoor Campus.
2. Notice file.
3. Concerned file.



**CENTRAL SANSKRIT UNIVERSITY**  
**GURUVAYUR CAMPUS, PURANATTUKARA, THRISSUR**

Form no. 12BB (see rule 26C)

Declaration Form for the F.Y. 2023-24 (A.Y. 2024-2025)

**Emp. ID:** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_  
**Sr. Citizen: Yes/No** \_\_\_\_\_ **DESIGNATION:** \_\_\_\_\_ **PAN NO.:** \_\_\_\_\_

Tax Calculation (please tick one option)  Old Tax Regime  New Tax Regime  
(In case one opts for New Regime, no need to fill up the data for proposed savings Sl. No. 01 to 08)

No.	Sections	Particulars of Investments/Deduction	Total Amount
1.	10(13A)	Rent Paid (For HRA exemption, Declaration for House Rent Allowance Relief form duly filled in along with supporting documents (as mentioned in the attached declaration form) to be provided)	
2.	24(1)(b)	Interest on Housing Loan up to Rs. 2,00,000/- (Rs. 3,00,000 for senior citizen)	Rs.
3.	80C	<b>Particular</b>	<b>Investment Amount in Rs.</b>
		PPF/GPF	Rs.
		LIC (Certify that the policy/policies is/are paid by self only)	Rs.
		Sukanya deposit	
		GIS/NSC	Rs.
		Tuition Fee (other than reimbursed by office)	
		NPS (other than deducted by office)	
		Post office time deposits	
		Repayment of principal amount of housing loan/HBA	
		Any other allowed Investment if Any, specify	
		Additional Deduction u/s. 80CCD(1B) (up to Rs. 50,000/-)	Rs.
		(Maximum limit up to Rs. 2,00,000/-).	
4	80D	1) Medical Insurance Premium, including premium for parents (Max. Limit Rs.25,000/-) If self or parents are senior citizen then max limit of Rs. 50,000/- 2) Payment for Preventive Health Check-up (Max. Limit Rs. 5,000/-) <b>Note: (a)Maximum limit of (1) will be reduced to the extent claim in (2) has been availed.</b> <b>(b) Total of (1) and (2) not to exceed Rs. 50,000.</b>	Rs.
5	80DD	Maintenance / Treatment of Handicapped dependent or deposit for maintenance of Handicapped dependent who is person with disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% and above).	
6.	80E	Interest on a loan taken for higher education max. 8 years. (no limit).	
7	80G	Donation should be made only to specified Fund (Prime Minister's Relief Fund, Chief Minister's Relief Fund or Lt. Governor's Relief Fund). Rebate for any other donation should be claimed directly.	
8	80U	Physical Disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% or more) please attach certificate.	

**9. Any other income:**

- a) Salary Income (other than ICMR Hqrs, New Delhi) :
- b) Income from House Property (If let out) :
- c) Income from other sources (Honorarium or Professional) :  
income from other Institutes)

**Total Other Income** :

## **DECLARATION**

**I hereby declare that the particulars given on pre-page/above are correct and complete in all respect. I may be allowed appropriate tax rebate while calculating my tax liability of Financial Year 2023-24 (Assessment Year 2024-25).**

The self-attested documentary proof for claiming the benefits of various savings / investments already made or likely to be made, will be submitted by 31st January 2024, failing which the tax may be recovered from me by nullifying the savings / investments stated in declaration form.

I hereby state that the claim of deduction shown above is in my name and if it is in joint account then it is declared herewith that the other claimant will not claim it in his/her ITR.

In case of payment/ contribution/ investments, I will produce the original document for verification, whenever it will be asked for.

**Last date of submission of Declaration form: 30th November, 2023**

**Note:** Tax (tentative) will be deducted on the basis of above declaration up to January 2024. For February 2024, tax will be deducted as per applicable rates, if details of savings supported with self-attested documentary proof are not submitted by 31st January 2024.

**Signature of the Employee**

**Date:**

**CENTRAL SANSKRIT UNIVERSITY**  
**GURUVAYUR CAMPUS, PURANATTUKARA, THRISSUR**

**DECLARATION FOR HOUSE RENT ALLOWANCE RELIEF — FINANCIAL YEAR 2023-24**

Employee Code		
Name		
PAN (Mandatory)		DOB:
Contact no. & Email id		

**Details of rent actually paid:**

a. Address of residential property in respect of which rent paid

b. Name of Landlord: \_\_\_\_\_

c. PAN No. of Landlord to whom rent is paid\*: \_\_\_\_\_

d. Rent payable / paid during the financial Year: Rs. \_\_\_\_\_

S.No.	Month	Amount Paid / Payable
1.	March, 2023	
2.	April, 2023	
3.	May, 2023	
4.	June, 2023	
5.	July, 2023	
6.	August, 2023	
7.	September 2023	
8.	October, 2023	
9.	November, 2023	
10.	December, 2023	
11.	January, 2023	
12.	February, 2023	
	<b>Total</b>	

\* PAN No. of Landlord is compulsory in case of Rent paid is more Rs.1,00,000/- per year.

**(Please attach copy of Lease / Rent Agreement. In case no agreement is executed submit ORIGINAL rent receipts for April, 2023 and for current month. In case rent receipt is not submitted, the relief will not be given.)**

**DECLARATION:**

- I hereby declare that I shall inform immediately to the College in case of any change in monthly rent stated above or discontinuation of house rent payments.
- I also declare that no residential accommodations owned by me or by my spouse or by my child or by HUF of which I am a member at the place where I reside or perform the duties of employment.
- I hereby declare that what is stated above is true and correct. Any Income Tax dues arising out of wrong declaration will be my sole responsibility.

\_\_\_\_\_  
**Signature of Employee**

