MAHARAJA AGRASEN COLLEGE
(University of Delhi)
Vasundhara Enclave, Delhi – 110 096

दिनांक 10 नवंबर 2026

कार्यालय आदेश/नोटिस

विषयः वित्तीय वर्ष 2026-27 के लिए आयकर बचत घोषणा पत्र (Income Tax Saving Declaration Form) और बचत निवेश दस्तावेज जमा करने के संबंध में।

सभी शैक्षिणिक और गैर–शैक्षिणिक कर्मचारियों को सूचित किया जाता है, जो कर्मचारी वित्तीय वर्ष 2026-27 के दौरान आयकर (Income Tax) में संबंधित छूट का लाभ उठाना चाहतें हैं, वह अपने स्व–सत्यापित (Self-Attested) दस्तावेज जैसेंः– पी.पी.एफ, एल.आई.सी जीवन बीमा पॉलिसी, गृह ऋण, किराए की मूल रसीदें, मकान मालिक का पैन नम्बर और किराए राशि का बैंक लेन–देन की जानकारी आदि सभी बचत घोषणा पत्र के साथ लेखा अनुभाग (Accounts Department) में *सुश्री संगीता जी* को जमा करना सुनिश्चित करें। यदि कोई कर्मचारी आयकर बचत घोषणा पत्र जमा नहीं करवाता है तो नियम के अनुसार उसे नए रिज्यूम (New Resume) में रखा जाऐगा।

दस्तावेज़ जमा करने की अंतिम तिथि : 30/11/02026

महत्वपूर्ण निर्देशः

- सभी कर्मचारियों से अनुरोध है कि वे विधिवत हस्ताक्षरित (duly signed) हार्ड कॉपी/मूल (Orignal) या स्पष्ट पठनीय (readable) फोटोकॉपी लेखा अनुभाग में जमा करें।
- व्हाट्सएप (Whats App)/ईमेल (Email) के माध्यम से भेजे गए दस्तावेजों पर किसी भी परिस्थिति में विचार नहीं किया जाएगा।

संजीव कुमार तिवारी

(प्रो॰ संजीव कुमार तिवारी)
प्राचार्य

एस.एन.ए– कॉलेज की वेबसाइट पर अपलोड करने के लिए
श्री निशांत– सभी शिक्षक और गैर–शिक्षक कर्मचारियों को ईमेल के माध्यम से प्रसारित करने हेत
सुश्री संगीता/श्री हरिओम (लेखा अनुभाग)

MAHARAJA AGRASEN COLLEGE

(University of Delhi)

Financial year 2026-27, A.Y 2027-28

Annexure II

Income Tax Option: Old Tax Option / New Tax Option

DECLARATION FORM for the purpose of calculation of taxable income/income tax

Employee Name:_____ Designation:_____

Department: _____ Email :_____

PAN No._____ Mobile No. _____

Address: _____

_____

A. Savings made/to be made to avail Rebate under Income Tax Act:

S. No.	TYPE OF INVESTMENT	AMOUNT	PROOF REQUIRED
1.	Insurance Premium		Copy of Premium Receipt
2	Pension Fund Deposit		Copy of Deposit Receipt
3	Provident Fund		
4	Public Provident Fund		Deposit Challpans of Payment into PPF account
5	NSC-Fresh Purchase & Accrued Interest		Copy of certificate
6	Unit Link Insurance Plan		Acknowledgement copy
7	Principal Repayment on Housing Loan		Certificate of Principal Repayment & Interest Certificate
8	Interest Repayment on Housing Loan		Certificate of Principal Repayment & Interest Certificate
9	If living in rented accommodated, pl specify the Monthly Rent Paid.		Monthly Rent Paid receipt
10	Infrastructure Bonds		Copy of Bond/Acknowledgment copy
11	NSS		Proof of Investment
12	Education Expenses(restricted to two children)		Fee receipt (restricted to tuition fee only)
13	Investment Equity Linked Tax Saving Schemes (ELSS)		
14	Bank Deposit under Tax Saving		
15	Mediclaim insurance (sec 80D)		Health Insurance Premium
16	Handicapped Dependant u/s 80DDA		Mentioned your relation with the Dependant
17	Medical Expenses for Specific Ailments u/s 80DDB		Submit the proof with the Relevant forms are mention the relationship

18	Donation made U/S 80G		Proof of payment is required
19	Handicapped Persons deduction U/S 80U		Proof Certifying the disablement
20	Any other Taxable Income		Submit proofs
21	NPS Saving (Section 80C and Section 80CCD(1b))		Proof of payment is required

B. The Amount of the Investment should match with the Proof enclosed otherwise the deduction of the said Investment will not be given.

C. In case any of the payment is due in the month of Feb/Mar 2027 (Like LIC premium etc.) then either please make the payment in January 2027 and submit receipt or claim the rebate from the income tax department directly while filing the ITR (Income Tax Return).

D. Previous Employment Details (Applicable for Employee joining the College during 2026-2027)

Name and address of the organisation worked with:

1) Salary Details:-
   (Please furnish Proof/Statement Regarding Salary from 1-04-2027 to the date of joining the College)
2) If any taxes paid please provide the Proof:
3) Any other information , for TDS/PF Purposes:

All self signed documentary proof of investment/savings/schemes must be submitted to accounts Department, Maharaja Agrasen College.

Declaration

I hereby declare that my Investment plan for the current financial year is as mentioned above and I undertake to submit the proof of investment/payment/deposit Receipt as per the rules and regulation. I also hereby declare that the information stated is true and correct and will inform immediately of any change in the above fact.

Date:
Place:

Signature