

Date: 14-10-2020

Dear Colleague,

Please fill up the Performa given below regarding deduction of Income Tax at Source for the Financial year 2020-2021 (Assessment Year 2021-2022) and submit it with the accounts department with relevant documentary proof latest by 31-10-2020 or else Tax will be deducted according to the rules.

  
(PRINCIPAL)

The Principal  
Shaheed Bhagat Singh College  
Sheikh Sarai Phase-II  
New Delhi - 110017

Dear Sir,

I hereby give the following information for the claim of rebate of Income Tax for the Financial Year 2020-2021.

**1. House Rent (All relevant documents are required to submission of form)**

- (i) Rent paid to the landlord : \_\_\_\_\_  
(ii) Name of the landlord : \_\_\_\_\_  
(iii) Address of the landlord : \_\_\_\_\_  
(iv) PAN of the landlord : \_\_\_\_\_

Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh.

**2. Deduction under Chapter VI-A**

- (i) Insurance Premium Paid/Paying : \_\_\_\_\_  
(ii) NSC's/PPF (Mutual Funds) : \_\_\_\_\_  
(iii) Repayment of Home loan principal: \_\_\_\_\_  
(iv) Any other Rebate (Pls. Specify) : \_\_\_\_\_

**3. Income from House Property :** \_\_\_\_\_

**4. Deduction of interest on borrowing (All relevant documents are required to submission of form)**

- (i) Interest payable/paid to the lender: \_\_\_\_\_  
(ii) Name of the lender : \_\_\_\_\_  
(iii) Address of the lender : \_\_\_\_\_  
(iv) PAN of the lender : \_\_\_\_\_

**5. Interest Income**

- (i) Interest from Saving Bank : \_\_\_\_\_  
(ii) Interest from other then S.B. : \_\_\_\_\_

**6. Income from other Sources :** \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Dated : \_\_\_\_\_

Mobile No. \_\_\_\_\_