

SHRI RAM COLLEGE OF COMMERCE

(UNIVERSITY OF DELHI)

Dated: 21/10/2025

NOTICE

As per Income Tax Circular No. 4/2023 dated 05.04.2023, New Tax Regime is a default tax regime for all tax payers. Members of Teaching staff, Non-Teaching Staff, Pensioner and Family Pensioner who are desirous of opting Old Tax Regime for the Financial Year 2025-26 (A.Y. 2026-2027) are **ONLY** requested to submit the relevant information in **hard copy** for claiming exemption under Section 80 of Income Tax Act, 1961, latest by 21 November, 2025 to Mr. Amit Kumar in the Accounts Section. Otherwise calculations will be made under New Tax Regime and tax will be deducted accordingly.

For this purpose, information should be finished on the prescribed form which can be downloaded from announcement section of college website i.e. [www.srcc.edu/announcements](http://www.srcc.edu/announcements).



**A.O. (Accounts)**

Copy for Information:-

1. Teaching Staff Notice Board
2. Administrative Office
3. Accounts Office
4. Library Office
5. Boys Hostel
6. Sports Hostel
7. G.B.O. Hostel
8. Computer Center – for Uploading the Form.



**SHRI RAM COLLEGE OF COMMERCE  
(UNIVERSITY OF DELHI)**

**Submission of Investment Declaration/Proof - Financial Year 2025-26 for Calculating T.D.S. (A.Y. 2026-27)**

Employee Code			
Name			
PAN (Mandatory)		DOB:	
Contact no. & Email id			
Please provide basis for tax calculation: <b>Old Tax Regime or New Tax Regime*</b>			

*\* There is no deduction available under Chapter VI A of Income Tax Act, 1961 in New Tax Regime*

U/S 24

1	Housing Loan — Repayment of Interest	Rs.	Date of Possession of Property:	
	Under Construction [    ] / Self Occupied [    ]		<b>“Claim available only after possession of property.”</b>	
	Name of Owner:			

U/S 80 C

2	Housing Loan — Repayment of Principal	Rs.	
3	Provident Fund/Public Provident Fund/ National Savings Certificates	Rs.	
4	Sukanya Samriddhi Scheme	Rs.	
5	ELSS / Mutual Fund (Tax savings exempt u/s 80C only)	Rs..	
6	Unit Linked Insurance Scheme	Rs.	
7	Payment of Life Insurance Premium	Rs.	
8	Children Education Fees (Only Tuition Fees) (Max. 2 Children)	Rs.	
9	Five Years Tax Savings Fixed Deposit (Bank/Post Office)	Rs.	
10	Pension Plan (80CCC)	Rs.	
11	Investment in NPS (80CCD) (Additional Investment in NPS Tier I)**	Rs..	
Aggregate amount of investments u/s 80C, 80CCC Rs.1,50,000/-+ u/s 80CCD(1b) Additional deduction of Rs.50,000/- for NPS			
<b>**Please provide the details of voluntary contribution in NPS (Tier-I)(Other than deducted from Salary)</b>			

Other deductions under Chapter VI-A

12	Mediclaim - U/S 80D (Self & family)	Rs.	
13	Mediclaim - U/S 80D (Parents)	Rs.	
14	Payment of Education Loan Interest — U/S 80E	Rs.	
15	Physically Handicapped — 80U (Pls. submit Form 10-IA)	Rs.	

I hereby declare that what is stated above is correct. I undertake to inform any change in the above facts. I further undertake to provide all documentary proofs of investment details before 31st December, 2025 and if I fail to do so, the college can make full deduction of income tax dues from my salary.

Date : \_\_\_\_\_

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

**SHRI RAM COLLEGE OF COMMERCE**  
**(UNIVERSITY OF DELHI)**

**DECLARATION FOR HOUSE RENT ALLOWANCE RELIEF – FINANCIAL YEAR 2025-26**

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, 2025	
2.	April, 2025	
3.	May, 2025	
4.	June, 2025	
5.	July, 2025	
6.	August, 2025	
7.	September, 2025	
8.	October, 2025	
9.	November, 2025	
10.	December, 2025	
11.	January, 2026	
12.	February, 2026	
	Total	

\* 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, 2025 and for current month. In case rent receipt is not submitted, the relief will not be given.)**

**DECLARATION:**

- i. 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.
- ii. 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.
- iii. 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