



VALLABHBHAI PATEL CHEST INSTITUTE  
UNIVERSITY OF DELHI  
P.O. Box No. 2101  
DELHI – 110007

VPCI/Accts./Income Tax Circular/2023-24/ 2413

December 15, 2023

**CIRCULAR**

All concerned employees/students/pensioners/family pensioners of the Institute are requested to inform the undersigned, as per pro-forma attached in writing about opting the old tax regime or new tax regime, for claiming income tax rebates/deductions etc. with self-attested copies of the same for the Financial Year 2023-24 for computation of Income Tax for the Assessment Year 2024-25. Self-attested copy of PAN card is also required from those who have not yet submitted. Under the new tax regime, no rebate on account of various deduction i.e. GPF, NPS, LIC, Tuition Fee, PPF, HRA exemption, Medical Insurance, Home Loan etc. will be allowed. However, the employee/students/pensioners/family pensioners opting the old tax regime will continue to get the above mentioned deductions.

The employees opting the new tax regime are not required to submit the documents for claiming tax rebate as no tax deduction will be allowed under new tax regime. A comparison of old and new tax regime is enclosed for ready reference.

Further, those who opt for old tax regime may claim House Rent Allowance (HRA) exemption against rent receipts and Home Loan Rebate for this financial year are requested to submit the enclosed Undertaking for the purpose, to the undersigned, or may claim from Income tax Department directly. The employee/student/pensioner/family pensioner of VPCI who wishes to make further savings other than salary in the current financial year, the same may also be informed to avoid excess deduction of Income Tax in the absence of such documents, which cannot be refunded by VPCI.

The Income of employee/Students/Pensioners/Family Pensioners who do not submit the option form for the selection of tax regime will be computed under the **New Tax Regime**. The option of tax regime once given will be treated as final.

As per the guidelines issued by the Income Tax Department the PAN No. of the employee/student/Pensioners/Family Pensioners should be linked with their Aadhar No. failing which tax shall be deducted at a higher rate. Accordingly, every employee have to submit the undertaking as per format attached in this regard also.

It is also informed to the employees/students/pensioners/family pensioners, that who do not submit the copy of PAN card, the TDS will be deducted as per rules, minimum @ of 20% or higher rate as applicable.

The said information must be submitted to the undersigned **LATEST BY 20-12-2023** as per pro-forma attached, for necessary Income Tax computation and deduction as per rules.

Assistant Registrar (A/cs)

**Encl.:** As above.

To,

1. All HOD's (with a request to circulate in the department concerned)
2. All Notice Boards
3. Website Division – for uploading the same on Institute Website
4. Master File

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The Assistant Registrar  
V.P. Chest Institute  
University of Delhi  
Delhi – 110007

**Subject: Information relating to any other income except salary/pension and for claiming income tax rebate/deductions for the Financial Year 2023-24 (Assessment Year 2024-25)**

Sir,

I, the undersigned, would like to furnish the following information, **except my salary/pension**, for computing income and tax thereon for the Financial Year 2023-24 (Assessment Year 2024-25):

S.No.	Particulars	Total Amount	Remarks
1.	Any other income (other than salary/pension)	Rs...../-	
2.	Rent paid <u>per month</u> for HRA exemption	Rs...../-	
3.	Medical Insurance Premium	Rs...../-	
4.	Home Loan Interest (if eligible, as per prevailing provisions)	Rs...../-	
5.	Repayment of HBA (principal amount only)	Rs...../-	
6.	Annual Insurance Premium (other than deducted from salary)	Rs...../-	
7.	Tuition Fee/Mutual Fund	Rs...../-	
8.	PPF/NSC/NSS/Tax Saving Fixed Deposit/etc.	Rs...../-	
9.	Investment in Equity Savings Scheme (Sec.-80CCG)	Rs...../-	
10.	Any other	Rs...../-	

I am enclosing self-attested copy of documents for claiming tax rebate/deductions as mentioned above for the current financial year. I am also enclosing self-attested rent receipts, in original, for claiming exemption on HRA duly signed by the owner of the house, alongwith requisite undertaking for the same.

I hereby undertake that in case I fail to comply with above noted information, any penalty of interest to be levied by the Income Tax authority on me shall be paid by me without demur in relation to the above noted information and default thereto.

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

\_\_\_\_\_  
(signature of applicant)

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

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

Department: \_\_\_\_\_

PAN No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_



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**Option form for selection of tax regime for the Financial Year 2023-24**

I \_\_\_\_\_ S/o, H/o, D/o \_\_\_\_\_  
working/worked as \_\_\_\_\_ (Designation) in the Department of \_\_\_\_\_  
do hereby opt the \_\_\_\_\_  
(Name of Tax Regime i.e. Old Tax Regime or New Tax Regime) for  
Computation of Income Tax for the Financial Year 2023-24).

**Undertaking**

Further I \_\_\_\_\_ also undertake / certify that my PAN No. \_\_\_\_\_  
is linked with my Aadhar No. \_\_\_\_\_. If  
any discrepancy/deviation found at the later stage in this regard, any penalty of Income Tax  
along with the interest to be levied by the Income Tax Authority on the Institute / me, shall be  
paid by me or can be recovered from my salary/dues. I will be held liable for the same and  
the Institute will not be responsible for the same.

Signature of the Employee/Pensioner \_\_\_\_\_

Name of the Employee/Pensioner \_\_\_\_\_

PAN No. \_\_\_\_\_

AADHAR NO. \_\_\_\_\_

Designation \_\_\_\_\_

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

Extn. No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



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## UNDERTAKING

I, \_\_\_\_\_, S/D/W of \_\_\_\_\_  
designation \_\_\_\_\_ in the department of \_\_\_\_\_  
of V.P. Chest Institute, University of Delhi, Delhi hereby undertake:

1. that I am currently living as a tenant in \_\_\_\_\_  
\_\_\_\_\_ (i.e. my residential address).
2. that I am paying rent Rs. \_\_\_\_\_ per month, to the owner/landlord of the above  
mentioned property/house, w.e.f. April 2023 to March 2024.
3. that the said rent i.e. Rs. \_\_\_\_\_ per month is being paid by me only and  
therefore, I am claiming rebate for the same for the financial year 2023-24 under the Income  
Tax Act, 1961 and nobody else will claim for the said rebate.
4. that the Drawing and Disbursing Officer will be free to make any enquiry as he deems fit for  
the purpose of satisfying himself that the employee has incurred actual expenditure on  
payment of rent.
5. that if any discrepancy/deviation found at the later stage relating to computation of income  
and tax thereon due to said rebate, I will be held liable for the same and the Institute will not  
be responsible for the same.

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

\_\_\_\_\_  
(signature of applicant/tenant)

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No.: \_\_\_\_\_

PAN: \_\_\_\_\_

PAN of landlord: \_\_\_\_\_

## UNDERTAKING

I, the undersigned, undertake that I am claiming rebate for Rs. \_\_\_\_\_/- on account of Interest paid and Rs. \_\_\_\_\_/- on account of Repayment of Principal Amount, in the current financial year i.e. 2023-24

, against capital borrowed for Housing Loan taken from \_\_\_\_\_ for the property, whose address is \_\_\_\_\_, which is in my name.

I also undertake that no other person has claimed/will claim for the tax rebate against this property in this financial year.

I, further, undertake that I am aware and complied with the provisions under Section-24 of the Income Tax Act, 1961 for the said rebate. If any discrepancy/deviation found at the later stage in this regard and tax thereon due to said rebate, I will be held liable for the same and the Institute will not be responsible for the same.

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

\_\_\_\_\_  
(signature)

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

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

Department: \_\_\_\_\_

Extn. No. : \_\_\_\_\_