

**TOP SHEET FOR SUBMISSION OF SELF ATTESTED PHOTOCOPIES OF  
TAX SAVING INVESTMENTS DOCUMENTS FOR F.Y. 2018-19**

**[BEFORE FILLING THIS FORM PLEASE READ CAREFULLY THE MEMORANDUM ANNEXED WITH THIS FORM]**

1. Employee Code (as per pay-slip): \_\_\_\_\_
2. Name: \_\_\_\_\_ PAN: \_\_\_\_\_
3. Designation: \_\_\_\_\_ Department: \_\_\_\_\_
4. NSC purchased during the FY 2018-19: ` \_\_\_\_\_
5. Deduction for HBL:
  - a) \* From Calcutta University: Principal: ` \_\_\_\_\_ b) Interest: ` \_\_\_\_\_ \*(Documents not require)
  - b) From C.U. Co-operative Society: Principal: ` \_\_\_\_\_ b) Interest: ` \_\_\_\_\_
  - c) From Other funding Agency: Principal: ` \_\_\_\_\_ b) Interest: ` \_\_\_\_\_

\* In case of HBL, interest certificate issued by the funding agency need to be submitted. Statement of loan account will not be accepted.

- In case of co-borrowing, benefit will be proportionately distributed among all the co-borrowers unless declaration of other co-borrowers denouncing the benefit is submitted.

6. L.I.C. Premium Paid: ` \_\_\_\_\_
7. P.P.F. Deposit: ` \_\_\_\_\_
8. LIC Pension Funds: ` \_\_\_\_\_
9. ULIP Premium Paid: ` \_\_\_\_\_
10. P.L.I. Premium Paid: ` \_\_\_\_\_
11. E.L.S.S.: ` \_\_\_\_\_

- In case of LIC Premium, submit photocopies of Premium paid receipt and attach a separate tabular sheet stating Policy No., Name of Policy Holder, Relation with Incumbent, Date of commencement, Sum Assured, Mode of Payment.

Policy No.	Name of Policy Holder	Relation With Incumbent	Date of Commencement	Sum Assured	Mode of Payment
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12. Tuition Fees: ` \_\_\_\_\_
13. Tax Saver Term deposit with Bank: ` \_\_\_\_\_
14. Sukanya Samridhi Yojana for Girl Child: ` \_\_\_\_\_
15. Rajib Gandhi Eq. Sch. (Max. 50,000/-): ` \_\_\_\_\_
16. National Pen. Sch. (Max. 50,000/-): ` \_\_\_\_\_
17. Premium paid for Mediclaim Policy (other than C.U.): a) Self ` \_\_\_\_\_ b) Parents ` \_\_\_\_\_
18. Premium deducted by University for C.U.M.I.S.: ` \_\_\_\_\_
19. Others (please specify) \_\_\_\_\_ ` \_\_\_\_\_

My latest Interest Income from Savings A/c of ` \_\_\_\_\_ Other Interest Income of ` \_\_\_\_\_

My latest other source of income except Interest Income of ` \_\_\_\_\_

**Total nos. of Photocopies submitted: \_\_\_\_\_ Nos.**

**[Please see overleaf]**

**Declaration**

I hereby solemnly declare that I have no objection if the D.D.O. of Calcutta University deduct appropriate tax from my salary/pension of May, 2019 or any available month of 2019 along with interest of 1.5% per month as arrear tax for F.Y. 2018-19 in case of my failure to submit the copies of documents as mentioned in previously submitted Tax Savings Proposal Form.

\_\_\_\_\_  
Signature verified by HOD with Seal & Date

\_\_\_\_\_  
Full Signature of the Employee with date

Received \_\_\_\_\_ Nos. Photocopies by: \_\_\_\_\_ Dated \_\_\_\_\_

**Submission period: 01/01/2019 to 31/03/2019**