



UNIVERSITY OF CALCUTTA

MEMORANDUM

Dated: 08.06.2020

All the Teachers/Officers/Employees including the staff engaged in different project of University of Calcutta those who have submitted their proposal of investment to get relief from Income Tax but have not submitted their documental evidences to the IT Cell before lockdown period, are requested to fill up the following format duly signed (full Signature) and then scan the filled format and send to tdscell.cu@gmail.com on or before 20.06.2020. This action is required due to closure of office in view of Covid-19 pandemic.

The authority has full right to verify the documents as and when required and the concerned employee would be liable to produce original and/or self attested photocopies of documental evidences in the I.T.Cell, Audit & Accounts Department.

Abinik Kumar

Accounts Officer
University of Calcutta.

I hereby declare with my full knowledge and belief that the following amount has been invested by me during the period of 1st April,2019 to 31st March,2020 for getting relief from Income tax for the Financial Year 2019-20.

Emp. ID: _____ PAN: _____ Name: _____

1. NSC: ` _____
2. Deduction for HBL:
 - a) From Calcutta University: Principal: ` _____ b) Interest: ` _____
 - b) From C.U. Co-operative Society: Principal: ` _____ b) Interest: ` _____
 - c) From Other funding Agency: Principal: ` _____ b) Interest: ` _____
3. L.I.C. Premium Paid: ` _____
4. P.P.F. Deposit: ` _____
5. LIC Pension Funds: ` _____
6. ULIP Premium Paid: ` _____
7. P.L.I. Premium Paid: ` _____
8. E.L.S.S.: ` _____
9. Tuition Fees: ` _____
10. Tax Saver Term deposit with Bank: ` _____
11. Sukanya Samridhi Yojana for Girl Child: ` _____

12. National Pen. Sch. (Max. 50,000/-): ` _____ 13. Premium paid for Mediclaim Policy ` _____
14. Premium paid for dependent Parents ` _____
15. Others (please specify) _____ ` _____

I was unable to complete the investment(s) as per my given proposal for getting relief from Income tax during the period of 01/04/2019 to 31/03/2020 for the Financial Year 2019-20 due to lockdown. Hence, the following investment(s) has been done during the period of 01/04/2020 to 20/06/2020 for the Financial Year 2019-20.

1. NSC: ` _____
2. Deduction for HBL:
- a) From Calcutta University: Principal: ` _____ b) Interest: ` _____
- b) From C.U. Co-operative Society: Principal: ` _____ b) Interest: ` _____
- c) From Other funding Agency: Principal: ` _____ b) Interest: ` _____
3. L.I.C. Premium Paid: ` _____ 4. P.P.F. Deposit: ` _____
5. LIC Pension Funds: ` _____ 6. ULIP Premium Paid: ` _____
7. P.L.I. Premium Paid: ` _____ 8. E.L.S.S.: ` _____
9. Tuition Fees: ` _____ 10. Tax Saver Term deposit with Bank: ` _____
11. Sukanya Samridhi Yojana for Girl Child: ` _____
12. National Pen. Sch. (Max. 50,000/-): ` _____ 13. Premium paid for Mediclaim Policy ` _____
14. Premium paid for dependent Parents ` _____
15. Others (please specify) _____ ` _____

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 any available month of 2020 along with interest of 1.5% per month as arrear tax for F.Y. 2019-20 in case of my failure to submit the copies of documents as mentioned above..

Full Signature of the Employee with date

Last Date of Submission 20/06/2020