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रक्षा लेखा नियंत्रक, गुवाहाटी  
GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI

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**CIRCULAR NO.101**

**THROUGH OFFICIAL WEBSITE**

**Subject: Assessment and Deduction of TDS for the Financial Year 2019-2020 : DAD**

For the purpose of assessment and regularization of Income Tax for the **Financial Year 2019-20 (Assessment Year 2020-21)** all the officers and staff are requested to submit the following documents :-

(i) Proof of savings/documents viz. insurance premium receipt, NSC, Infrastructure Bond, rent receipt etc should be produced as per Annexure I and II. (Enclosed)

(ii) **Any Officers and Staff claiming exemption of Income Tax under IT Act 1961 under section 197 are advised to fill in Form-13 in the Income Tax website and submit a print out copy of the same to this office for the current Financial Year i.e. 2019-20 failing which Total Tax Payable will be deducted at source and Tax refund if any should be claimed only from IT Department.**

(ii) Those employees who had produced "Self Declaration" earlier, should also submit Proof of savings/documents along with Annexure I and Annexure II failing which the "Self Declaration" submitted earlier shall be considered null and void and Tax Deduction at source shall be done accordingly.

It is therefore requested to submit the above documents (whichever applicable) duly completed in all respect on or before **20/11/2019** to enable the DDO to regulate the Income Tax deduction at source during the current financial year. In absence of receipt of the aforementioned documents from the official, the Income Tax will be deducted based on the available information at this end and any refund, if admissible may be claimed only from the Income Tax department.

Sd/-

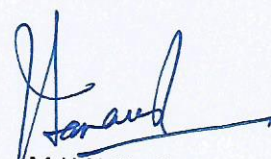
Shri N.K.Biswas  
(Dy CDA)

No.AN/III/019/IT/2019-20/VOL-X

Dated: 23 /10/2019

Distribution

EDP centre for uploading the same on CDA Guwahati website

  
M.H.N.Singh, SrAO  
(AN-III)

## Annexure I

### PROFORMA/SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2019-2020 AY 2020-2021)

EMPLOYEE NAME: \_\_\_\_\_ DESGN: \_\_\_\_\_

SERVICE ACCOUNT NO: \_\_\_\_\_ PAN NO. \_\_\_\_\_

OFFICE: \_\_\_\_\_

Sl No.	Type Of Savings	Section	Policy No/Folio No/Bank A/C No/ Reference No.	Amount For The Full Year	Whether Proof Submitted (Yes / No)
1	INTEREST ON HOME LOAN	24(b)			
2	PRINCIPAL OF HOME LOAN	80C			
3	PUBLIC PROVIDENT FUND*	80 C			
4	NSC	80 C			
5	BOND	80 C			
6	MEDICAL PREMIUM	80 D			
7	LIC/PLI	80 C			
8	LIC/PLI	80 C			
9	LIC/PLI	80 C			
10	LIC/PLI	80 C			
11	ELSS	80 C			
12	BANK DEPOSIT UNDER TAX SAVINGS	80 C			
13	SUKANYA SAMRIDDHI	80 C			
14	DONATIONS	80 G			
15	RENT PAID	10(13a)			
16	IT EXEMPTION CERTIFICATE (AS APPLICABLE)	10(26)			
17	OTHERS				
18					
19					
20					

I hereby declare the information stated above is true and correct and will inform immediately of any change in the above fact.

\*Please note that mandatory contributions made towards GPF and NPS are already accounted for in TULIP SYSTEM.

Place:

Date:

Signature

**ANNEXURE II**

**HOUSE RENT RECEIPT (SAMPLE)**  
**Relief (Under Section 10 (13A) of income Tax Act)**

Received a sum of Rs. \_\_\_\_\_ (Rupees in words \_\_\_\_\_  
\_\_\_\_\_) towards rent for the year 2019-20 from  
Mr/ Mrs \_\_\_\_\_ @ Rs. \_\_\_\_\_ per month  
From \_\_\_\_\_ to \_\_\_\_\_ residing at the address \_\_\_\_\_  
\_\_\_\_\_.

Stamp

DATE:

SIGNATURE OF HOUSE OWNER

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAN NO \_\_\_\_\_  
(IF APPLICABLE)