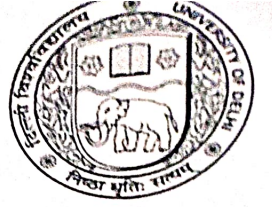




श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
(दिल्ली विश्वविद्यालय)
University of Delhi



प्रोफेसर वज्जला रवि
प्राचार्य

Prof Vajala Ravi
Principal

Ref. SVC/Account/IT/2025-26/12143/P/

24th October, 2025

सूचना /NOTICE

All the Staff Members (Teaching & Non-Teaching) are requested to submit necessary information in the **prescribed proforma -12BB (Income Tax Self-Assessment Form) for the financial year 2025-2026** (Assessment Year 2026-2027). The same duty filled in and completed in all aspects may be submitted to the Office of the Section Officer (Accounts) on or before **24th November, 2025 positively, for further necessary action.**

Active co-operation of one and all, in this regard, shall highly be appreciated.

Encl :- As above

Gishwala Ravi

BURSAR
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

[Signature]

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

प्रतिलिपि उप-प्राचार्य, संबंधित विभागों के प्रभारी शिक्षक/समन्वयक, अनुभाग अधिकारी (लेखा एवं प्रशासन), सहायक (लेखा, प्रशासन एवं स्थापना), प्राचार्य कार्यालय, पुस्तकालय, छात्रावास, महाविद्यालय की वेबसाइट; और पत्रावली को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

Copy forwarded for information and necessary action to the Vice-Principal, Teacher-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), Principal's Office, Library, Hostel, College Website; and File.



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Annexure-I

1. Kindly furnish **two rent receipts** each year — the **first** at the beginning of the financial year (i.e., in the month of **April**) and the **second** at the end of the financial year (i.e., in the month of **March**). Each rent receipt should be affixed with a proper revenue stamp, wherever applicable. Please note that the *House Rent Exemption will be admissible only if the rent receipts are submitted within the stipulated period. Merely mentioning the claim without enclosing valid receipts will not be considered.*
2. Please **indicate your preferred Tax Regime** (i.e., *New or Old*) clearly. In the absence of such indication, tax will be calculated under the **New Tax Regime**, as per the existing provisions.

I, Mr./Ms./Dr., hereby undertake that the property for which I am claiming tax exemption(s) on interest is self-occupied and not let out. Further, I have taken a home loan on (Issue date of home loan).

Signature:

(No rebate will be granted unless the above declaration is duly signed.)

Failure to submit the following documents will render the claim for interest on House Building Loan inadmissible under Income Tax rules:

- a) Copy of Possession Letter
- b) Certificate from the Bank for the financial year 2025–26 clearly stating the Principal and Interest amounts
- c) **Rebate will be allowed** only upon submission of all supporting documents **along with** Form 12BB
- d) Kindly ensure that all the above information and documents are submitted **within the stipulated period.**

FORM NO.12BB

(See rule 26C)

New/Old Tax Regime

1. Name and address of the employee:

2. Permanent Account Number of the employee:

2025-26 (Assessment Year 2026-27)

3. Financial year:

Details of claims and evidence thereof

Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance:		
	(i) Rent paid to the landlord		
	(ii) Name of the landlord		
	(iii) Address of the landlord		
	(iv) Permanent Account Number of the landlord		
	Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing:		
	(i) Interest payable/paid to the lender		
	(ii) Name of the lender		
	(iii) Address of the lender		
	(iv) Permanent Account Number of the lender		
	(a) Financial Institutions(if available)		
	(b) Employer(if available)		
	(c) Others		

Deduction under Chapter VI-A

(A) Section 80C, 80CCC and 80CCD

(i) Section 80C

(a)	Provident Fund		
(b)	P.P.F.		
(c)	LIC		
(d)	GIC		
(e)	Mutual Fund		
(f)	House Building Loan (Principal)		
(g)		
(h)		
(i)		

(ii) Section 80CCC

(iii) Section 80CCD

(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.

(i)	section 80(D) Mediclaim		
(ii)	section 80(G) Donation		
(iii)	section.....		
(iv)	section.....		
(v)	section.....		

Verification

I,, son/daughter ofdo hereby certify that

the information given above is complete and correct.

Place.....
 Date.....
 Designation

(Signature of the employee)
 Full Name