

**INSTRUCTIONS FOR SUBMITTING THE INVESTMENT DOCUMENTS****1. House Rent Allowance Exempt u/s 10(13A)**

Rent paid	Documents Required
a. For Above Rs.5,000/- per month	Revenue Stamp of Re.1 /- should be affixed on the Rental Receipt and owner should sign across the stamp.
b. Rs.8,333/- per month and above	Rental Receipt along with a copy of rental agreement between the Tenant and House Owner and Copy of PAN Card of the Owner. Rental Agreement should be on a Stamp Paper. Rental Deed should be executed before commencement of the Month from which Rent is claimed.

- Rental Receipts are mandatory in all cases (Monthly/ Quarterly).
- The Rental receipts should be from April 2014 (New joiners can submit from the month of joining) to March 2015.
- Please submit the rent receipts duly signed. Revenue stamp is required if Receipt amount exceed Rs.5000 (not rent per month).
- Copy of the Pan Card of the Owner is to be submitted if rent per month is above Rs. 8,333/-.
- Married women employees cannot claim H.R.A if her Spouse is claiming H.R.A exemption. If her Spouse is not claiming H.R.A and she wants to claim H.R.A, then she has to submit a declaration to this extent.

**2. Income from House Property u/s 24**

- a. For claiming Principal and Interest paid on Housing Loan, following documents are Mandatory:-
- Proof of ownership of the property i.e., Sale Deed ( Mandatory even if you have submitted previously)
  - Original confirmation letter issued by the banker's for payment of Housing Loan with Interest and Principle breakup for the Financial Year 2014-2015.
  - Possession Letter of the house issued by the builder on letter head.

- b. For Self Occupied Properties Interest paid up to Rs 2Lakhs can be claimed as a deduction after the house is constructed or bought and occupied.
- c. Self occupied can be considered for only one house.
- d. PRE EMI INTEREST can be claimed in five equal installments starting from the year in which the house was occupied.
- e. If the total loan is not disbursed, but the EMI payment has started, then only principal part can be claimed under sec 80 C. (**Interest cannot be claimed**)
- f. Housing loan exemption will be given based on the ownership ratio. (Applicable if more than one owner for a house)
- g. Those who are claiming the Interest on housing loan (self occupied / let out) should fill the forms of Income from House Property & Annexure –II and submit the same. [If you have other income (Interest on Bank accounts, Dividends, Gifts etc) please fills the same in the details in Annexure –II].
- h. For a joint loan, kindly furnish a declaration that the benefit of the exemption is not availed by the other partner. In the absence of this declaration, the benefit will be given proportionately.
- i. Employees cannot claim HRA and Housing Loan Interest benefit if the own house is in the same city.
- j. Additional one-time interest on Hosing loan deduction of Rs.1,00,000 is allowable on the following conditions.

Applicable to first time home buyers in the present financial year i.e 2013-14.

Benefit available only if loan amount does not exceed Rs.25 Lacs and value of property does not exceed Rs.40 Lacs.

**3. Deductions U/S. 80C (Maximum upto RS.1,50,000)** [Including Employee Contribution of PF deducted from salary]:

Name of the Saving		Supporting required to be submitted
Life Insurance Premium	Self/ Spouse/ Children	<ul style="list-style-type: none"> <li>▪ Copy of Premium Receipt (Max of 20% of sum assured). Late payment interest charged will not be included as premium paid.</li> <li>▪ For the premium falling due after Jan 2015, please attach previous years receipt. Also ensure to submit the premium receipt on or before 7th March 2015. LIC Policy can be taken on Self / Spouse / Children Name.</li> </ul>
Contribution to 15 Years Public Provident Fund (PPF)	Self/ Spouse/ Children	<ul style="list-style-type: none"> <li>▪ Copy of passbook along with the cover page showing investors name (OR)</li> <li>▪ Copy of the challan duly acknowledged by the Bank Investment in PPF can be done on Self / Spouse / Children name upto a maximum of Rs.1,50, 000/-.</li> </ul>
ULIP Premium/ ELSS Mutual Fund	Self/ Spouse/ Children	<ul style="list-style-type: none"> <li>▪ Copy of latest statement (for Self, Spouse &amp; Children, clearly qualifying on the face of the Receipt 'for benefit u/s 80C').</li> <li>▪ In case investment is done through SIP (Systematic investment Plan), the statement for such investment from the Bank or Mutual fund will be taken as proof.</li> </ul>
NSC VII issue	Self	<ul style="list-style-type: none"> <li>▪ Copy of the Certificates purchased during the year 2014-15. NSC should be purchased in the name of Employee or Employee should be the second holder of the NSC.</li> <li>▪ <b>NSC purchased only in the single name of Spouse / children is not eligible as investment benefit for the employee.</b> Either employee or second holder can claim the benefit, not both.</li> </ul>

Children Tuition Fee payment	Children	<ul style="list-style-type: none"> <li>Copy of the receipt paid for Tuition fees to any School/ College/ University. Deduction is distinctively available for tuition fees only and the receipt submitted should <b>clearly mention the Tuition Fees amount</b>. The deduction is available for a maximum of two children.</li> </ul>
Repayment of Principal Amount towards Housing Loan	Self	<ul style="list-style-type: none"> <li>Copy of the sale deed has to be submitted (First four page of the sale deed) Mandatory.</li> <li>Copy of housing loan certificate obtained from Bank with the amount of principle and interest separately.</li> <li>For a joint loan, kindly furnish a declaration that the benefit of the exemption is not availed by the other partner. In the absence of this declaration, <b>the benefit will be given proportionately only</b>.</li> </ul>
Stamp Duty, Registration fee for the Purchase of House	Self	<ul style="list-style-type: none"> <li>Copy of the Stamp Duty/ Registration fee (if registration is done on or after 01.04.2014 only)</li> </ul>
Fixed Deposits in Bank & Post Office Time Deposits (with a min lock-in period 5 yrs or more)	Self	<ul style="list-style-type: none"> <li>Copy of receipts, clearly qualifying on the face of the deposit receipt 'for benefit u/s 80C'. <b>Investment can be done on Self only</b></li> </ul>
Pension Scheme u/s 80CCC	Self	<ul style="list-style-type: none"> <li>Copy of Premium receipt. For the premium falling due after December 2014, please attach previous years receipt. Also ensure to submit the premium receipt on or before 7th March 2015. <b>Investment can be done on Self only</b></li> </ul>

#### 4. Deductions u/s 80CCG:

Rajiv Gandhi Equity Saving Scheme	Self	<ul style="list-style-type: none"> <li>Employee's gross total income does not exceed Rs.12 lacs.</li> <li>The assessee should be a new retail investor.</li> <li>50% of amount invested in the scheme and deduction cannot exceed Rs.25,000/-</li> </ul> <p><i>(This would be over and above the existing limit of Rs.1.5 Lakhs on tax savings u/s 80C.)</i></p>
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**Note: documents of other dependent are not allowed.**

**5. U/s.80 D - Mediclaim Policy:** Copy of Premium receipt paid in 2014-15

- Mediclaim Policy premium paid for self, spouse & Children is allowed as deduction to the extent of Rs.15000 p.a.
- Mediclaim Policy premium paid for parents is allowed as deduction to the extent of Rs.15000 p.a. in excess to the above.
- Where any member is a senior citizen who is atleast 65 years of age then Mediclaim paid to the extent of Rs.20000 p.a. is allowed as deduction.

**6. U/s.80 E - Education Loan:** Copy of passbook showing the repayment of loan including interest thereon or copy of Certificate issued by the Bank, Financial Institution showing the interest and principle separately.

- The deduction is available for the education loans taken in the name of **self, spouse or children** from the A.Y. 2008-09.
- Deduction is allowed for the repayment of Education Loan taken after the A.Y. 1995-1996 from financial Institution for pursuing higher education.
- The deduction is available only person starts repaying the loan. The deduction is available for a max of 8 years or till the principal amount of such loan together with interest is liquidated, whichever is earlier.

**7. U/s. 80 G – Donations to Charitable or Religious Trust (Sec.80 G) & Deduction for Medical Treatment (Sec 80 DDB):** Benefit can be claimed only at the time of filing your Income Tax returns. The employer cannot give the benefit at the time of deducting Salary TDS.

**8. Previous Income Details:** Employees joining in between a financial year are required to submit their previous employee salary details i.e. Form-12B/ Pay slip / Provisional Form16/tax sheet. (Details of the income under the head "Salaries" due or received and tax deducted at source from the previous employer). This document should be duly certified by his/her former employer. Please ignore if you have already submitted to us. In case, this certificate cannot be provided, you are required to fill the attached form 12B giving the declaration of income drawn from previous employer in financial year 2013-2014. In the absence of above statement, appropriate tax will be deducted based on your previous salary details given to HR department.

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**NOTE:**

- Please mention your Employee I.D. on all the documents.
- It is mandatory to quote your PAN in “**Investment Details Form**”.
- Please enclose your PAN copy, if you have not submitted the same earlier.
- Please do not send softcopy or details of investments through email which will not be considered or acknowledged.
- You need to submit attached “**Spouse Declaration Form**” if savings are in the name of your spouse and you are claiming the tax exemption.
- If you are traveling/ onsite, please ensure that the submission is done through your family members/relatives/friends. In the absence of the investment documents, it is not possible to consider the tax exemptions claimed in the Tax Declaration form.
- Investment should be made on or after April 2014.
- Any renewal Insurance premium is due and payable after 1st January, 2015 and before 7th March, 2015 can be submitted on or before 7th of March 2015 provided the previous year payment copy/ last payment receipt should be attached with the above documents.
- New Investments/ savings done after 31st December, 2014 shall not be accepted for tax computation.
- If you fail to submit the documents before the due date, the exemptions will not be considered and tax liability will be re-calculated and the appropriate revised tax shall be deducted from January 2015, February 2015 and March 2015 salaries.