

## ***Rule and Guidelines for investment proofs 2016-17***

### **Section 10 exemptions**

Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>Rent paid for residence</b>	<p>1. One rent receipt for any one month in Three month period</p> <p><b>Quarter 1</b> April to June  <b>Quarter 2</b> July to September  <b>Quarter 3</b> October to December  <b>Quarter 4</b> January to March</p> <p>In addition to above, if the rent paid changes, the rent receipt for the month from which the rent changes is required to be submitted.</p> <p><b>Supporting documents</b>                      If annul rent paid is more than 100000/-per annum, then copy of rental agreement along with Owner PAN Number needs to be submitted. If owner does not have PAN then along with Declaration, Owners Aadhar card copy is required. Without PAN or Declaration (along with Aadhar card of owner) exemption will not be provided.</p> <p>In case if rent payment per month is less then Rs-8333/- copy of rental agreement is mandatory</p>	<ol style="list-style-type: none"> <li>1. Original rent receipt should be submitted</li> <li>2. Receipts should be in the name of employee.</li> <li>3. Receipt and should be signed by the owner</li> <li>4. Rent Receipt should have the following information                             <ul style="list-style-type: none"> <li>• Name of the landlord</li> <li>• Address of the property</li> <li>• Period for which the rent is paid</li> </ul> </li> <li>5. Benefit is available only for rent paid.</li> <li>6. Water/electricity for the period which or any other charges are not available for exemption.</li> <li>7. If rent agreement is not available and no rent payment during the period, the benefit for HRA shall not be available.</li> </ol>	<p>An employee can get HRA exemption of least of the following three amounts.</p> <ul style="list-style-type: none"> <li>➤ 40% of the basic salary.</li> <li>Or</li> <li>➤ Actual HRA received by the employee for the period during which he occupies the rental accommodation during the year</li> <li>Or</li> <li>➤ Actual rent paid over 10% of Basic Salary.</li> </ul>

### **Chapter VIA deductions**

Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>80D Medical Insurance</b>	Copy of Premium receipt	<ol style="list-style-type: none"> <li>1. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. Receipt should be in the name of employee.</li> <li>3. Deduction is available for self, spouse, dependent children and dependent parents only</li> </ol>	<ol style="list-style-type: none"> <li>1. Rs.25000/- In case of Individual, Spouse &amp; Children.</li> <li>2. Additional benefit of Rs. 25000/- in case of parents below 60 years of age and Rs. 30000/- in case of parents equal to or above 60 years of age (Senior citizens).</li> <li>3. Preventive health checkup is allowed for deduction up to Rs 5,000, within the overall deduction limit.</li> </ol>

<b>80DD Medical treatment of dependent with physical disability</b>	<ol style="list-style-type: none"> <li>1. Self declaration that the person is dependent on employee <b>And</b></li> <li>2. Any support for medical treatment of dependent for any amount or receipt for the amount paid to LIC/UTI for the policy <b>And</b></li> <li>3. Copy of certificate issued by medical authority in the prescribed form and manner</li> </ol>	<ol style="list-style-type: none"> <li>1. The receipt date for medical treatment or payment to LIC/UTI falls in Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. Certificate issued for physical handicap should be valid till 31st March 2017.</li> <li>3. Dependent means spouse, children, parents, brother or sister.</li> </ol>	<ol style="list-style-type: none"> <li>1. No benefit, if the disability is less than or equal to 40%.</li> <li>2. Rs 75,000 benefit (&gt;40% and &lt; 80 % disability), Rs 125,000(&gt;=80 % disability).</li> <li>3. The benefit is available for any expenditure (greater than or equal to Rs. 1) on medical treatment, whether the total medical expenditure is equal to Rs.750000/125000 or not.</li> <li>4. Dependent means spouse, children, parents, brother or sister.</li> <li>5. Certificate (Rule 11 A) to be issued by competent medical authority in the prescribed form (Form 10-IA) and manner.</li> </ol>
<b>80DDB expenditure on treatment of specific diseases for self or dependants</b>	<ol style="list-style-type: none"> <li>1. In case deduction is claimed for any dependant, Self declaration that the person is dependent on employee <b>And</b></li> <li>2. Bills for medical treatment of self or dependant as the case may be . <b>And</b></li> <li>3. Details of amount received, if any, under insurance from insurance company or reimbursed by employer for medical treatment of employee/dependent.</li> <li>4. Copy of certificate issued by medical authority in the prescribed form (10 – I) and manner (11DD).</li> </ol>	<ol style="list-style-type: none"> <li>1. The receipt for medical treatment date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. Certificate issued for medical treatment should be valid till 31<sup>st</sup> March 2017</li> <li>3. Dependent means spouse, children, parents, brother or sister</li> </ol>	<ol style="list-style-type: none"> <li>1. Deduction available for Expenditure incurred on medical treatment of self or dependent members suffering from, Neurological diseases, Malignant cancers, Full blown AIDS, Chronic renal failure, Hemophilia Thalassaemia, allowed for the amount actually paid or Rs.40000 (Rs. 60000 in case of senior citizen and Rs. 80000 in case of super senior citizen) whichever is less.</li> <li>2. Deduction shall be reduced by the amount received, if any under an insurance policy or reimbursed by an employer.</li> <li>3. For the purposes of section 80DDB, the following shall be the eligible diseases or ailments <ol style="list-style-type: none"> <li>i. Neurological Diseases where the disability level has been certified to be of 40% and above</li> </ol> </li> </ol>

80 E	<p>1 Letter / certificate from the Bank / Financial Institution specifying the following:</p> <ul style="list-style-type: none"> <li>Said loan is an Educational loan.</li> <li>Amount of interest paid on the loan in the current FY (April 2016 to March 2017).</li> <li>Certificate issued by the bank giving a break up loan and Interest For FY 2016-17 to be submitted.</li> </ul>	<ol style="list-style-type: none"> <li>Loan should have been taken by employee.</li> <li>Said loan is an Educational loan for pursuing higher education by self, spouse or children.</li> <li>Benefit is available for interest <b>paid</b> on the loan in the current FY (April 2016 to March 2017). If there is <b>no payment</b> against interest, <b>no benefit</b> shall be available under this section.</li> </ol>	<ol style="list-style-type: none"> <li>No Limit on Interest paid</li> <li>Interest paid on education loan taken by employee from any financial institution or approved chartable institution for the purpose of pursuing higher education by self, spouse or children.</li> <li>Deduction is allowed for the Interest paid in the initial assessment year and seven assessment years immediately succeeding the initial assessment year.</li> <li>Initial assessment year means the assessment year relevant to the previous year in which the assessee starts paying the interest on the loan.</li> </ol> <p>Higher education means full time studies for any graduate or post graduate course in engineering, medicine management or for post graduate course in applied science or pure science including mathematics and statistics.</p>
80 U Person with self disability	<ol style="list-style-type: none"> <li>Copy of certificate issued by medical authority in the prescribed form and manner</li> <li>Where the condition of disability requires reassessment, a fresh certificate from the medical authority shall have to be obtained after the expiry of the period mentioned on the original certificate in order to continue to claim the deduction</li> <li>Certificate from a physician, surgeon, an oculist or a psychiatrist, as the case may be, working in a government hospital has to be submitted.</li> </ol>	<ol style="list-style-type: none"> <li>Certificate issued for medical treatment should be valid till 31<sup>st</sup> March 2017.</li> </ol>	<ol style="list-style-type: none"> <li>No benefit, if the disability is less than or equal to 40%. Limited to Rs.75000, if the disability is &gt; 40% and &lt;80% Rs.1.25 lakh (&gt;=80% disability).</li> <li>Blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation, mental illness</li> <li>Certificate (Rule 11 A) to be issued by competent medical authority in the prescribed form (Form 10-IA) and manner.</li> </ol>

## Section 80C deductions

Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>Life Insurance Premium</b>	<p>Premium paid certificate issued by the insurance company <b>or</b> copy of premium paid receipt</p> <p>If you are claiming exemption for spouse. Then declaration should be required stating "he/she is not claiming Rs.... For income tax exemption"</p>	<ol style="list-style-type: none"> <li>1. The document submitted should be a premium paid receipt/certificate. It should not be any other document like policy details or payment notice etc.</li> <li>2. The receipt date must fall in Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>3. Receipt should be in the name of employee or he should be proposer.</li> <li>4. In case the receipt is in the name of the spouse/children, self declaration must be submitted</li> <li>5. No benefit is available for late payment charges.</li> <li>6. Life insurance premium paid for mother/father cannot be claimed as deduction</li> </ol>	<ol style="list-style-type: none"> <li>1. The benefit is available for any insurance premium paid for insurance on the life of self, spouse or children</li> <li>2. The premium must be paid by the employee</li> <li>3. Tax benefit on premium payment will be restricted to max. of 10% of the sum assured (if the policy is taken on or after April 01, 2012).</li> <li>4. Tax benefit on premium payment will be restricted to max. of 20% of the sum assured (if the policy is taken prior to April 01, 2012).</li> <li>5. Part of overall limit of Rs 1, 50,000 under Section 80 C.</li> </ol>
<b>Public Provident Fund</b>	<ol style="list-style-type: none"> <li>1. Copy of Pass Book for the payment in current financial year</li> <li><b>or</b></li> <li>2. Deposit receipt acknowledged by the bank – If paid in cash</li> </ol>	<ol style="list-style-type: none"> <li>1. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. The receipt/account can be in the name of self, spouse or children.</li> <li>3. In case the receipt/account is not in employee's name, self-declaration form should be submitted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maximum benefit is available for Rs.1,50,000.</li> </ol>
<b>National Savings Certificate</b>	Copy of NSC	<ol style="list-style-type: none"> <li>1. NSC should have been issued in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. NSC must be in the name of employee and not in any other name.</li> <li>3. Any interest or bonus accrued on NSC is not available for exemption.</li> </ol>	<ol style="list-style-type: none"> <li>1. Part of overall limit of Rs 1,50,000 under Section 80 C.</li> </ol>
<b>ULIP</b>	<ol style="list-style-type: none"> <li>1. Premium paid certificate issued by the insurance company</li> <li><b>or</b></li> <li>2. Receipt issued by the insurance company.</li> </ol>	<ol style="list-style-type: none"> <li>1. The document submitted should be a premium paid receipt/certificate. It should not be a policy details or payment notice.</li> <li>2. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>3. Receipt should be in the name of employee or</li> </ol>	<ol style="list-style-type: none"> <li>1. The benefit is available for any insurance premium paid for insurance on the life of self, spouse or children</li> <li>2. The premium must be paid by the employee</li> <li>3. Benefit is available for actual premium paid or 10% of sum assured whichever is lower</li> <li>4. Part of overall limit of Rs 1,50,000 under Section 80 C</li> </ol>

		<p>he should be proposer.</p> <p>4. In case the receipt is in the name of the spouse/children, self declaration must be submitted</p> <p>5. No benefit is available for late payment charges.</p>	
<b>Mutual Funds/ELSS</b>	<p>1. Statement of account issued by the mutual fund.</p> <p><b>or</b></p> <p>2. Acknowledged copy of application form – If Supported by bank statement</p>	<p>1. Benefit is available for investment in tax saver funds only and not in any other mutual fund. ALL Tax Saver Funds will have the word '<b>TAX</b>' in their names with only exception of HDFC long term advantage Fund which is a tax saver fund but does not have TAX in its name.</p> <p>2. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</p> <p>3. The mutual fund must be in the name of the employee.</p>	<p>1. Benefit is available for investment in tax saver funds only.</p> <p>2. Part of overall limit of Rs1,50,000 under Section 80 C</p>
<b>Tuition fees</b>	<p>1. Original Receipt issued by school/college/university/ educational institution</p> <p><b>OR</b></p> <p>2. Certificate issued by school /college/university/ educational institution for payment of tuition fees during the financial year</p>	<p>1. The <b>receipt date</b> must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</p> <p>2. Benefit is available for tuition fees only and not for any other items like annual charges, bus charges, development charges, building fund, late fees etc.</p> <p>3. Benefit is available for maximum two children of employee.</p> <p>4. Benefit is available for full time education.</p>	<p>1. Benefit is for full time education of two children of the employee</p> <p>2. Part of overall limit of Rs1,50,000 under Section 80C</p>
<b>Bank deposit</b>	Copy of fixed deposit receipt issued by the bank	<p>1. The <b>date of issue</b> of FD must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</p> <p>2. Fixed Deposit Receipt must be in the name of employee and not in any other name.</p> <p>3. Fixed deposit should be for period of 5 year or more. It should be clearly mentioned on the fixed deposit receipt that the benefit under section 80 C is available for the same</p>	<p>1. Benefit is available for fixed deposit of five year's period or more</p> <p>2. Part of overall limit of Rs1,50,000 under Section 80 C</p>

<b>Post Office Time Deposit Rule 1981</b>	Copy fixed deposit receipt issued by the post office	<ol style="list-style-type: none"> <li>1. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> <li>2. Receipt must be in the name of employee.</li> <li>3. Benefit is available for fixed deposit of five year's period or more It should be clearly mentioned on the fixed deposit receipt that the benefit under section 80 C is available for the same</li> </ol>	<ol style="list-style-type: none"> <li>1. Benefit is available for fixed deposit of five year's period or more</li> <li>2. Part of overall limit of Rs 1,50,000 under Section 80 C</li> </ol>
<b>Principal repayment for housing loan</b>	<ol style="list-style-type: none"> <li>1. Actual/Provisional certificate issued by bank/financial institution giving break up of principal and interest payable on housing loan in the year 2016-17 – March 2017 Actual till Jan 2017/Feb 2017 balance provisional. <b>And</b></li> <li>2. In case of joint loan declaration from employee regarding his/her share in the property <b>And</b></li> <li>3. Completion certificate/Possession certificate/electricity bill/ landline Telephone bill</li> </ol>	<ol style="list-style-type: none"> <li>1. Actual/Provisional certificate issued by bank/financial institution giving break up of principal and interest payable on housing loan in the year 2016-17 – March 2017 Actual till Jan 2017/Feb 2017.</li> <li>2. The loan must have been taken for acquisition or construction of house property. No benefit is available for loan taken for any other purpose e.g. house improvement loan etc.</li> <li>3. In case of joint loan, the benefit will be in the ratio percentage ownership and declaration form should be signed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Repayment of the amount borrowed by the assessee from</li> <li>2. Central/state government, any bank including co-operative bank. LIC, national housing bank, public financing company.</li> <li>3. Stamp duty registration fee and other expenses for the purpose of transfer of such house property.</li> <li>4. Part of overall limit of Rs 1,50,000 under Section 80 C.</li> </ol>
<b>80CCD1B – Additional NPS Contribution (External Investment)</b>	1. Copy of Receipt/Challan issued by the Bank or Post office.	1. In case of NPS contribution made outside of salary pertaining to the current financial year (April 2016 – March 2017).	Part of overall limit of Rs. 50,000 under Section 80CCD1B.
<b>Sukanya Samriddhi Account Deposit Scheme (SSAD)</b>	1. The Receipt/certificate with stamped challan or Sukanya Samriddhi Account passbook	<ol style="list-style-type: none"> <li>1. Sukanya Samriddhi account should be in the name of the daughter only.</li> <li>2. The <b>receipt date</b> must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.</li> </ol>	Part of overall limit of Rs 1,50,000 under Section 80 C.
<b>Others</b>	<ol style="list-style-type: none"> <li>1. Senior citizens saving scheme rules 2004</li> <li>2. Infrastructure Bond (Copy of the bond issued by National Bank for Agriculture and Ruler Development)</li> <li>3. Contribution to certain pension fund.</li> </ol>	<ol style="list-style-type: none"> <li>1. The receipt date must fall in current Financial Year i.e. 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 and Receipt must be in the name of employee.</li> <li>2. The investment should be in the name of the employee.</li> </ol>	Part of overall limit of Rs 1,50,000 under Section 80 C.
<b>80CCG: RGESS (50% of the investment)</b>	1. Statement of account issued by the Equity savings. <b>or</b>	1. The investor's gross total income for the relevant assessment year should not exceed Rs. 12 lakh (wef April 1, 2014, before that total income should not exceed Rs. 10	1. The assessee is a resident individual (may be ordinarily resident or not ordinarily resident) this scheme is not available to

	Acknowledged copy of application form – If Supported by bank statement.	<p>lacs);</p> <p>2. The investor should be a new retail investor as mentioned in RGESS; The amount of deduction is at 50% of amount invested in equity shares. However, the amount of deduction under this provision cannot exceed Rs. 25,000. If any deduction is claimed by a taxpayer under this section in any year, he shall not be entitled to any deduction under this section for any subsequent year.</p> <p>3. The investment should be in such listed equity shares or listed units of equity-oriented fund specified under the notified scheme. -</p>	<p>HUF.</p> <p>3. The investment is locked-in for a period of 3 years from the date of purchase with RGESS.</p> <p>4. Over all limit Is 25,000</p>
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### Section 24 deductions

Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>Interest repayment for housing loan</b>	<p>Actual /Provisional certificate issued by bank/financial institution giving break up of principal and interest payable on housing loan in the year 2016-17 and– March 2017 Actual till Jan 2017/Feb 2017.</p> <p><b>And</b></p> <p>In case if you submit provisional Bank certificate then you need to attach loan statement where it shows interest and principal amount debited to your account</p> <p><b>And</b></p> <p>Electricity bill for the property/Landline Telephone bill</p> <p><b>And</b></p> <p>Date of taking the loan and fist and last page of sale deed copy</p> <p><b>And</b></p> <p>Date of completion of construction/ possession of property</p> <p><b>And</b></p> <p>In case of joint loan declaration from employee regarding his/her share in the property</p>	<p>1. Actual/Provisional certificate issued by bank/financial institution/ person giving break up of principal and interest payable on housing loan in the year 2016-17 and– March 2017 Actual till Jan 2017/Feb 2017.</p> <p>2. The loan must have been taken for acquisition or construction of house property. No benefit is available for loan taken for any other purpose e.g. house improvement loan etc</p> <p>3. In case of joint loan, the benefit will be in the ratio percentage ownership and declaration form should be signed.</p> <p>4. Where a person is availing the benefit of HRA, the deduction of Rs 2,00,000 per annum can be claimed only when the house property is not actually occupied by the owner owing to his employment being carried on at any other place provided the property is not actually let out by the person during the whole or any part of the year.</p> <p>5. The Interest on a loan taken for purchase of plot / site /commercial site is not eligible for tax benefit</p> <p>6 <b>construction should be complete &amp; occupied earlier or during the F.Y 2016-17. i.e before the submission of the documents for claiming the benefit</b></p>	<p>1. Pre-construction interest is deductible in five equal installments starting from the year in which the construction is completed or the possession is received</p> <p><b>2. For Self Occupied property</b></p> <p>a) Benefit of Rs 30,000 for interest on housing loan taken prior to April1, 1999</p> <p>b) Benefit of interest up to Rs 2,00,000 available for all loans taken after 1<sup>st</sup> April 1999 and construction must be completed within three years from the end of the financial year in which the loan was taken.</p>

		6. <b>Interest of Pre-Construction Period</b> – Interest payable by an assessee in respect of funds borrowed for the acquisition or construction of a house property and pertaining to the period prior to the previous year in which such property has been acquired or constructed (to the extent it is not allowed as a deduction under any other provision of the Act) is deducted in five equal annual installments commencing from the previous year in which the house is acquired or constructed	
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Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>For Let out Property</b>	<ul style="list-style-type: none"> <li>Computation of Loss / Income as per rule is mandatory).</li> <li>copy or rental agreement with tenant to be submitted</li> </ul>	<p>Copy of rental agreement with tenant and duly signed rental income calculation</p> <p>The Bank certificate with details of Principal and interest payment for the year should be submitted</p> <p>In case of joint loan declaration from employee regarding his/her share in the property</p>	<ul style="list-style-type: none"> <li>No limit on benefit of interest on housing loan (In case of Let out property).</li> </ul>

Form 12B			
Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
<b>Income from previous employer</b>	Declaration on Form 12B. And Form 16 issued by previous employer or signed/sealed tax computation sheet from the previous employer	<ol style="list-style-type: none"> <li>Gross income from previous employer after deduction u/s 10. i.e. income after leave encashment, conv., etc i.e. salary income shown against point no 3 in Form 16</li> <li>PF deducted by previous employer.</li> <li>Professional tax deducted by previous employer.</li> <li>Income tax deducted by previous employer.</li> </ol>	<p>Any employee who has worked with more than one employer in any financial year may submit details of earnings from previous employer in Form 12B. The current employer shall compute tax on total income of the employee after considering following details of income from previous employer</p> <ol style="list-style-type: none"> <li>Gross income from previous employer</li> </ol>



			<p>after deduction u/s 10. i.e. income after leave encashment, conv., etc i.e. salary income shown against point no 3 in Form 16</p> <ol style="list-style-type: none"> <li>2. PF deducted by previous employer.</li> <li>3. Professional tax deducted by previous employer.</li> <li>4. Income tax deducted by previous employer.</li> </ol> <p>However, while generating Form 16 for the year, income from previous employer shall be ignored for the purpose of calculating taxable income, tax payable thereon and tax deducted. The details of income from previous employer shall be shown as footnote only.</p>
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Form 80EE			
Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
Interest repayment for housing loan	<p>Actual /Provisional certificate issued by bank/financial institution giving break up of principal and interest payable on housing loan in the year 2016-17.</p> <p>Completion certificate/Possession certificate/electricity bill/water bill/telephone bill for the property and  <b>And</b>  Date of taking the loan  <b>And</b>  Date of completion of construction/possession of property  <b>And</b>  In case of let out property, calculation of loss from house property  <b>And</b>  In case of joint loan declaration from employee regarding his/her share in the</p>	<ul style="list-style-type: none"> <li>• This is the <b>1st house</b> purchased</li> <li>• Value of this house is <b>Rs 50 lakhs</b> or less</li> <li>• Loan taken for this house is <b>Rs 35 lakhs</b> or less</li> <li>• Loan has been sanctioned by a Financial Institution or a Housing Finance Company</li> <li>• Loan has been sanctioned between <b>01.04.2016 to 31.03.2017</b></li> <li>• In case of joint loan, the benefit will be in the ratio percentage ownership and declaration form should be signed.</li> </ul>	Employee can claim additional 50,000 under this section, apart from u/s 24B

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Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
U/s10(5) LTA	<p>Any employee is eligible to claim an exemption from Income Tax on receipt of LTA for himself / herself and his/her spouse, children-dependent or independent, minor or major - as well as dependent parents.</p> <p><b>And</b> Travels by Parents-in law are not eligible</p> <p>However, in respect of children restricted to 2 children, the exemption will be restricted only to two surviving children unless the birth after one child has resulted in multiple births.</p>	<ol style="list-style-type: none"> <li>1. Exemption is available for travel to any place in the country and is not restricted to home-district travel</li> <li>2. An exemption from Income Tax in respect of receipt of LTA is available in respect of two journeys performed in a block of Four calendar years. The current block is the period starting from 1st January 2014 till 31st December 2017</li> <li>3. Travel by Air- original ticket &amp; boarding pass. Benefit will be limited to fare charges of Economy class of Indian Airlines.</li> <li>4. Travel by Train- original ticket. Maximum eligibility is for A/C first Class fare.</li> <li>5. To claim LTA exemption, employee should have taken minimum 3 days of earned leave during the period of travel and screenshot of approved leave should be attached with the claim.</li> <li>6. If the journey is performed by a mode of public transport to a place not connected by rail, it is the amount actually spent but not exceeding first class or deluxe class fare for that mode of transport by the shortest route.</li> <li>7. Tax benefit can be claimed for actual fare only. Expenses incurred towards hotel accommodation, food, sight-seeing, local conveyance, etc. are not allowed</li> </ol>	<ol style="list-style-type: none"> <li>1.The employer has to satisfy the obligation that leave travel (fare) concession is not taxable in view of section 10(5) the employer is not only required to be satisfied about the provisions of the said clause but also to keep and preserve evidence in support thereof.</li> <li>2. Exemption available up to one month of employee Basic.</li> </ol>

Category	Documents required	Checking Tips/ Guidelines	Benefit under Income Tax
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U/s17(2) Medical Reimbursement	Any employee is eligible u/s17 (2) Medical expenses reimbursement.  Maximum limit –Rs 15000/-	1. Medical bills date should be in current FY 2016-17. 2. Cosmetic expenses must not consider for exemption. 3. Medical practitioner prescription should be attached. 4. Medical bills in the name of self, spouse, children, parents.	
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Sl. No	Chapter VI A	SECTION	Dependents Eligible for Tax Benefit
1	Medical Insurance	80D	Self, Spouse, Children & Parents
2	Medical Treatment for Handicapped Dependent	80DD	Self, Spouse, Children, Parents, Dependent Brothers & Sisters
3	Medical Treatment for Specified Disease	80DDDB	Self, Spouse, Children, Parents, Dependent Brothers & Sisters
4	80CCD1B – Additional NPS Contribution (External Investment)	80CCD1B	Self
5	Interest on Education Loan	80E	Self, Spouse & Children
6	Permanent Physical Disability including Blindness	80U	Self
7	Pension Policy - 80CCC	80CCC	Self
8	Provident Fund – PF	80C	Self
9	Voluntary Provident Fund – VPF	80C	Self
10	Life Insurance – LIC	80C	Self, Spouse & Children
11	Public Provident Fund – PPF	80C	Self, Spouse & Children
12	National Savings Certificate – NSC	80C	Self
13	Infrastructure Bonds	80C	Self
14	Tuition Fees	80C	Children (Maximum of two)
15	Mutual Fund	80C	Self
16	Equity Linked Savings Scheme – ELSS	80C	Self
17	Unit Linked Insurance Plan – ULIP	80C	Self, Spouse & Children
18	5-Yr bank fixed deposits (FDs)	80C	Self
19	Senior Citizen Savings Scheme 2004 (SCSS)	80C	Self
20	5-Yr post office time deposit (POTD) scheme	80C	Self
21	NABARD rural bonds	80C	Self
22	Interest on NSC	80C	Self
23	Stamp Duty & Registration Charges	80C	Self
24	Home Loan Principal Repayment	80C	Self
	<b>Housing Loan Details</b>	<b>SECTION</b>	<b>Dependents Eligible for Tax Benefit</b>
24	Self Occupied Property	24	Self

25	Let Out Property	24	Self
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