

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

Rent paid	Documents Required
a. Aggregate rent paid/payable during the financial year 2021-22 is less than Rs. 1 lakh	Rental Receipt as per the format provided
b. Aggregate rent paid/payable during the financial year 2021-22 is Rs. 1 lakh and above	Rental Receipt as per the format along with 1. Copy of rental agreement between the Tenant and House Owner, 2. 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. If owner doesn't have PAN, need to provide owner's declaration (format provided).

- Rental Receipts are mandatory in all cases, irrespective of frequency of payment to Landlord (Monthly/ Quarterly/ Yearly) and it should be in Original copy.
- **Revenue Stamp of Re.1 /- should be affixed on the Rental Receipt and owner should sign across the stamp wherever the receipt amount exceeds Rs.5000/-.**
- The Rental receipts should be from April 2021 (New joiners can submit from the month of joining) to March 2022.
- Rent receipt should be signed by the Landlord only.
- If both wife and husband are working and residing in same house the rent paid to the landlord can be claimed for H.R.A. by any one person only and not both. If your spouse is not claiming and wants you to claim H.R.A. then the 'Spouse Declaration Form' to be updated and submitted.

2. Income from House Property u/s 24 (deduction of interest on borrowing)

- For claiming Principal and Interest paid on Housing Loan, following documents are Mandatory:-
 - Provisional certificate issued by the Lender (Financial institution / Bank) for payment of Housing Loan with Interest and Principle breakup for the Financial Year **2021-2022**.
 - Sale deed in case the exemption is being claimed for the stamp duty.

- b. For Self-Occupied Properties the maximum limit to claim deduction towards Interest paid is **Rs 2Lakhs** after the house is constructed or bought and occupied.
 - c. Only one house can be considered as Self-occupied
 - 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 of the EMI 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. In case of property and housing loan in the name of more than one person, 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.
3. **Deductions U/S. 80C (Maximum upto RS.1,50,000)** [Including Employee Contribution of PF deducted from salary]:

Name of the Saving		Supporting documents required to be submitted
Life Insurance Premium	Self/ Spouse/ Children	<ul style="list-style-type: none"> ▪ Copy of Premium Receipt (Max of 20% of sum assured). Late payment interest charged will not be included as premium paid. ▪ Any renewal Insurance premium is due and payable after 20th December 2021, please attach previous years paid receipt. Also ensure to submit the premium receipt on or before 4th March 2022. LIC Policy can be taken on Self / Spouse / Children Name.
Contribution to 15 Years Public Provident Fund (PPF)	Self/ Spouse/ Children	<ul style="list-style-type: none"> • Copy of passbook along with the cover page showing investors name (OR) ▪ 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/-.

ULIP Premium/ ELSS Mutual Fund	Self/ Spouse/ Children	<ul style="list-style-type: none"> ▪ Copy of latest statement (for Self, Spouse & Children, clearly qualifying on the face of the Receipt 'for benefit u/s 80C'). ▪ 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.
NSC VII issue	Self	<ul style="list-style-type: none"> ▪ Copy of the Certificates purchased during the Year 2021-22. NSC should be purchased in the name of Employee or Employee should be the second holder of the NSC. ▪ NSC purchased only in the single name of Spouse / children is not eligible as investment benefit for the employee. Either employee or second holder can claim the benefit, not both.
Children Tuition Fee payment	Children	<ul style="list-style-type: none"> ▪ 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 clearly mention the Tuition Fees amount. The deduction is available for a maximum of two children.
Repayment of Principal Amount towards Housing Loan	Self	<ul style="list-style-type: none"> ▪ Copy of the sale deed has to be submitted (First Four page of the sale deed) Mandatory. ▪ Copy of housing loan certificate obtained from Bank with the amount of principle and interest separately. ▪ 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

Stamp Duty, Registration fee for the Purchase of House	Self	▪ Copy of the Stamp Duty/ Registration fee (if registration is done on or after 01.04.2021 only)
Fixed Deposits in Bank & Post Office Time Deposits (with a min lock-in period 5 yrs or more)	Self	▪ Copy of receipts, clearly qualifying on the face of The deposit receipt 'for benefit u/s 80C'. Investment can be done on Self only
Pension Scheme u/s 80CCC	Self	▪ Any renewal Insurance premium is due and payable After 1st January 2022, please attach previous years receipt. Also ensure to submit the premium receipt on or before 4 th March 2022. Investment can be done on Self only

4. Deductions u/s 80 CCD (Maximum limit of Rs.50,000/-):

80CCD – National Pension Scheme	Self	<ul style="list-style-type: none"> • Copy of stamped deposit receipt, paid during the current financial year and copy of Passbook with clear mention as NPS (National Pension Scheme) Investment can be done on Self only • Rs. 50,000/- can be claimed as exemption apart from regular savings Rs. 1.5 Lakhs u/s 80C
--	------	---

5. U/s.80 D - Mediclaim Policy: Copy of Premium receipt paid in 2021-22

- Mediclaim Policy premium paid for self, spouse & Children is allowed as deduction to the extent of Rs.25,000 p.a.
- Mediclaim Policy premium paid for parents is allowed as deduction to the extent of **Rs.25,000 p.a.** in excess to the above.
- Where any member is a senior citizen who is at least 60 years of age then Mediclaim paid to the extent of Rs.30,000 p.a. is allowed as deduction.
- Preventive health check-up of self, spouse, dependent children or parents eligible for a deduction of Rs.5000/- within the overall limits as prescribed above.

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/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 2021-2022.
9. **Income from other sources:** Annexure II need to be submitted to declare the income from other sources.

NOTE:

- Please mention your Employee I.D. on all the documents.
- It is mandatory to quote your PAN in **“Investment Details Form 12BB 2021-22”**.
- 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 1st April 2021.
- Any renewal Insurance premium is due and payable after 1st January, 2021 and before 1st March 2022 can be submitted on or before 4th of March 2021 provided the previous year payment copy/ last payment receipt should be attached with the above documents.
- New Investments/ savings done after 28th February 2022 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 2022, February 2022 and March 2022 salaries.