

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVT. OF N.C.T. OF DELHI  
6<sup>TH</sup> FLOOR MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, ISBT, DELHI-110006.  
(ACCOUNTS BRANCH)

F.No.76 (21)/Accounts/DWCD/Income Tax/2022-23/ 982-994

Dated : 17/10/23

Circular

Subject: Income Tax Declaration for the F.Y. 2023-24 A.Y. 2024-25 .

According to the income tax guidelines, income tax is deductible annually for each financial year commencing from 1<sup>st</sup> April and ending on the 31<sup>st</sup> March. The Employer has responsibility to deduct income tax from the salary of employees and deposit in Government Account before the due date as prescribed by the Income tax department.

All officers/officials working at WCD (HQ) may declare their investments/savings /income from other sources in the enclosed format along with the documentary proofs in support of rebate to be claimed for the financial year 2023-24 (A.Y. 2024-25).

All individuals are requested to submit an undertaking stating therein that they will adopt Income Tax provision under New Regime OR shall continue with the Old Regime for the current Financial Year 2023-24, failing which it will be presumed that the individual is adopting old regime of Income Tax provisions.

The duly filled in declaration form shall furnish to the DDO, Accounts Section (HQ) by 01.12.2023 positively, otherwise the Income Tax, as per available information, shall be deducted from the individual's salary from the month of December 2023, January 2024 and February 2024.

Encl.: As above.

  
Sr. Accounts Officer/DDO (HQ)

F.No.76(21)/Accounts/DWCD/Income Tax/2022-23/ 982-994

Dated : 17/10/23

Copy forwarded to the following for information and necessary action:

1. All officers/officials working at WCD (HQ) through Branch Incharge.
2. PS to Director (WCD).
3. PA to Joint Director (WCD).
- ✓ Asstt. Programmer for uploading on website.

  
Sr. Accounts Officer/DDO (HQ)

**FORM NO.12BB**

(See rule 26C)

1. Name and address of the employee:			
2. Permanent Account Number of the employee:			
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 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 (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C, 80CCC and 80CCD (i) Section 80C (a) ..... (b) ..... (c) ..... (d) ..... (e) ..... (f) ..... (g) ..... (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, (i) section..... (ii) section..... (iii) section..... (iv) section..... (v) section.....		
Verification			
I,....., son/daughter of..... do hereby certify that the information given above is complete and correct.			
Place..... Date..... Designation .....		(Signature of the employee) Full Name	