

DECLARATION OF THE EMPLOYEE SUBMIT TO THE

DRAWING & DISBURSING OFFICER

FINANCIAL YEAR 2017 -2018, ASSESSMENT YEAR 2018 -2019

LAST DATE OF SUBMISSION : 08TH SEPTEMBER 2017

1. Name & Designation :
2. Place of posting (with date) :
3. Residential Address :
Present :
Permanent :
4. Permanent Account No. (PAN) (with photocopy) :
5. House Rent paid per month :
(original receipt & Bank transaction
to be produced)
6. O.T.A. received during the Financial Year :
7. Income from other sources :
a) Bank Interest :
b) Pension :
c) Any other (Pl. specify) :
TOTAL :
8. Investment qualifying for rebate :
a) Life Insurance Premium :
b) NSC
c) PPF
d) HBA Principal
e) Any other Investmet (Pl. specify)
TOTAL
9. Other qualifying rebate :
a) HBA Interest
b) Medclaim Premium
c) Donation
d) Any other
10. Whether availing Govt. Vehicle or not : YES () / NO ()
11. Whether availing Govt. Accommodation or not : YES () / NO ()

DECLARATION

I do hereby declare that I shall submit the relied upon documents (if unavailable now) as stated above within 10th January 2018, failing which the department reserves the right to deduct income tax on the basis of records available.

Signature :

Name in full:

Designation:

Department:

Date :

Mobile No. :

E Mail ID :