



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
HUMAN RESOURCE DEVELOPMENT GROUP  
मानव संसाधन विकास समूह  
CSIR COMPLEX, LIBRARY AVENUE, PUSA,  
सी एस आई आर कॉम्प्लेक्स  
NEW DELHI-110012  
नई दिल्ली-110012

No.10-4(Income Tax)/2019-2020-Pool

Date: 23<sup>rd</sup> October, 2019

**NOTICE FOR CSIR-SENIOR RESEARCH ASSOCIATES**  
**(सी एस आई आर- वरिष्ठ अनुसंधान अध्येताओं के लिए नोटिस)**

For the purpose of ascertaining tax liability and deducting TDS accordingly, All Senior Research Associates are hereby instructed to send the scanned copies of the following documents to this office through e-mail at [sodstp@csirhrdg.res.in](mailto:sodstp@csirhrdg.res.in):

(टैक्स देयता पता लगाने और तदनुसार टैक्स कटौती करने के उद्देश्य से, सभी वरिष्ठ अनुसंधान अध्येताओं को निम्नलिखित दस्तावेजों की स्कैंड कॉपी इस कार्यालय के ई-मेल एड्रेस [sodstp@csirhrdg.res.in](mailto:sodstp@csirhrdg.res.in) पर भेजने का निर्देश दिया जाता है:)

1. Self-attested copy of PAN CARD issued by IT Department, Govt. of India  
(आय-कर विभाग द्वारा जारी किए गए आपके पैन कार्ड की स्व-प्रमाणित कॉपी)
2. Duly filled in enclosed Investment Declaration Form for Financial Year 2019-2020  
(वित्त वर्ष 2019-20 के लिए पूर्ण रूप से भरा हुआ निवेश की घोषणा फॉर्म)
3. Supporting Documents in respect of the Investment Declaration Form.  
(निवेश की घोषणा फॉर्म के साक्ष्य में कागजात)

All the aforesaid documents must be legibly scanned into one PDF file and may be sent as an attachment with the e-mail. The subject of the e-mail should be in the format Pool No.XXXX-A: Investment Declaration Form for 2019-2020.

(उपरोक्त सभी कागजात अनिवार्य रूप से साफ साफ स्कैन करके एक पीडीएफ फाईल में ई-मेल के एटैचमेंट के रूप में भेजे जाएँ भेजे जाने वाले ई-मेल का विषय इस रूप में होगा:- Pool No.XXXX-A: Investment Declaration Form for 2019-2020.

Please note that this office will continue deducting Tax from salaries of SRAs on the basis of receipt of their Investment Declaration Form alongwith valid/satisfactory proof of saving/investment.

(कृपया नोट कीजिये कि यह कार्यालय वरिष्ठ अनुसंधान अध्येताओं के द्वारा भेजे उनके निवेश घोषणा फॉर्म तथा बचत/निवेश के दावे के समर्थन में संलग्न मान्य/संतोषजनक कागजातों के आधार पर उनके वेतन बिलों से टैक्स की कटौती करता रहेगा।

  
(SUNITA KUREEL/सुनीता कुरील)  
(SECTION OFFICER/अनुभाग अधिकारी)  
POOL SECTION/पूल अनुभाग  
Phone/दूरभाष: 011-25841537  
E-mail:/ई-मेल: [sodstp@csirhrdg.res.in](mailto:sodstp@csirhrdg.res.in)

अनुभाग अधिकारी/Section Officer  
पूल विभाग/Pool Section

**CSIR-HUMAN RESOURCE DEVELOPMENT GROUP**  
**CSIR Complex, Library Avenue, Pusa, New Delhi.**

**Investment Declaration Form – F.Y 2019-2020**

Pool No. : \_\_\_\_\_ NAME : \_\_\_\_\_ CONTACT NO. : \_\_\_\_\_

PAN NO (Mandatory) : \_\_\_\_\_ EMAIL ID : \_\_\_\_\_ GENDER : \_\_\_\_\_

(Also attach the photocopy of Pan Card or if not allotted then photocopy of applied for the same)

I hereby confirm that I will be investing/contributing the following amounts for the purpose of tax rebate/deduction in calculating my income tax for the F.Y 2019-2020. I further undertake that wherever eligible investments are made in the name of spouse/children/dependent parents, the same have been/ will be made out of my income and claim thereof has/shall not be made by anybody else.

I further undertake to submit all the Investment Proofs and Rent Receipts(if any) promptly failing which the tax may be deducted accordingly from my salary.

**I.**

A	Deduction to be claimed U/S 80	Amount (Rs.)
1	Mediclaime Policy Premium for self/Spouse/Children[u/s 80D]-upto Rs. 25000/- (see note 1)	
	Mediclaime Policy Premium for parents [u/s 80D]-upto Rs. 30,000/- (see note 1)	
2	Mediclaime treatment of handicapped dependent [u/s 80DD]-upto Rs. 50,000/- (see note 2)	
3	Deduction in case of self being totally blind or physically handicapped [u/s 80U]- Rs. 50,000- (see note 4)	
4	Payment of interest on loan taken for higher education [u/s 80E] (see note 5)	
<b>B</b>	<b>Deduction U/S 80C</b>	
1	Life Insurance Pension Scheme – Jeevan Suraksha [ u/s 80CCC]	
2	Payment of Life Insurance Premium [see note 7]	
3	Deposit in Public Provident Fund	
4	Purchase of National Saving Certificates	
5	Payment of Unit Linked Insurance Plan (ULIP)	
6	Payment of Equity linked Mutual Fund (Only Eligible Tax Saver Fund)	
7	Payment of tuition fees for eldest two children	
	Child 1: (Amount in Rs.)                      Child 2: (Amount in Rs.)	
8	Repayment of Principal Amount of Housing Loan during the F.Y. 2019-2020(Only Principle Amount)	
9	Investment in Fixed Deposit with Bank/Post Office for 5 years or more and eligible for Tax Benefit – (see note No. 8)	
10	Others (Please provide details)	
	<b>Total Amount from 1 to 10 ( Restricted to Rs.1,50,000/-)</b>	

**II.**

Deduction to be Claimed U/s 24(b) for Housing Loan		
Do you have possession of the Property (Yes/No), if yes date of possession		
Name of Owner & Address of the Property		
Rent received/receivable during the year 2019-2020 for the above house if it is not self-occupied		Rs.
Interest on Housing Loan for the F.Y. 2019-2020		

**III.**

House Rent Allowance (H.R.A.) (See note 6 &10)			
Name , Address & PAN No. of the Landlord	Address of Accommodation	Rent amount p.m	Effective Date
			From ___/___/___ to ___/___/___

## IV.

DETAILS OF OTHER INCOME	
A) INTEREST ON SAVING ACCOUNT	
B) OTHER INCOME	

I hereby declare that all the information given by me is true and correct & that the investments declared above, will not be used anywhere else to get income tax benefit.

SIGNATURE OF SENIOR RESEARCH ASSOCIATE

( \_\_\_\_\_ )

NAME OF THE SENIOR RESEARCH ASSOCIATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes**

- In case the Medclaim is paid for parents an additional deduction of Rs. 25000 is allowed and if it is paid for the person having the age of 60 years or more than a further additional deduction of Rs. 5,000 would also be allowed. But this deduction will be allowed only if payment is made by any mode other than cash. **From F.Y. 2012-2013 payment made on account of preventive health check-up is also exempted up to Rs. 5,000/ under section 80D but this will be a part of overall limit of this section.**
- Deduction in respect of 80 DD will be Rs. 1,00,000 in case of severe disability.
- Deduction in respect of 80 U will be Rs. 1,00,000 in case of severe disability.
- To claim the deduction u/s 80E, employee will be required to provide a certificate from lender for payment of interest paid by him and a copy of course being pursued / completed. **Now from F.Y. 2005-2006 only interest part will be eligible for deduction and no deduction is available for principal repayment.**
- Interest on housing loan paid for self-occupied property will be considered as deduction from taxable income subject to below mentioned limits.  
Deduction Limits :  
Where the loan is taken on or after April 1, 1999 - 200,000

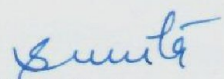
Benefits of interest on loan taken to construct / purchase of house can only be given in case where the possession / construction of the house property is completed and employee has submitted the Form 12C along with Possession Proof and Loan Repayment Certificate. Further the employee who is claiming the benefit for HRA rebate for having the rented property in the same city, cannot be given both the benefits except where his / her self occupied property is located at a place other than the place where he is supposed to perform his/ her duty.

Also any interest paid in pre-construction or pre-acquisition period, will be allowed as deduction in five equal installments is deductible in the year in which construction of the house is completed or possession of house is taken.

- If the annual premium of life insurance policy is more than 10% of the sum assured of the concerned policy, benefit allowed will be restricted to the extent of 10% of the sum assured.
- Fixed Deposits with Banks or Post Office must have the lock in period for at least 5 years to get the tax benefit of Sec.80C.
- The maximum amount eligible for rebate u/s 80C is Rs.1,50,000 /- inclusive of investment under Infrastructure Bond.
- For claiming benefit under HRA, employee need to submit Rent Receipt for the m/o April 2018 and August 2018.

**For your Note/Action:**

- All particulars in this form should be legibly and clearly filled-up in block letters. **Incomplete or illegible forms will not be accepted.**
- Please submit this Declaration Form **before 31/10/2019** to avoid any excess deduction of tax in the salary.
- In case the investment is made in any other name other than you, please indicate your Relation with him as well.
- It is to be noted that any **EXCESS / SHORT TAX DEDUCTED** due to any non-declaration / false declaration/ excess declaration by the employee is the sole responsibility of the employee only.
- For claiming rebate under section 80DD and 80U, please furnish a certificate by a authorized person in the prescribed form as defined by income tax act.
- Mid year joiners are required to furnish their previous income details in Form 12B along with the salary certificate / form 16/ salary for calculating the exact tax liability for the current year. (Proforma available on Internet)**
- PAN is mandatory for every employee.**
- If monthly rent paid by the you is more than 100000 /- per year then it is mandatory for the employee to report PAN No. of the landlord to the employer. In case the landlord does not have a PAN, a declaration to this effect from the landlord along with the name and address of the landlord should be filled by the employee.**
- Keep a copy of this Investment Declaration Form for your record and future reference.

  
DDO, Pool Section,  
CSIR COMPLEX NEW DELHI