



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi – 110029
CASH SECTION



F. No. 1-1/Cash-I/2024-25

Dated: 27.11.2024

IMPORTANT CIRCULAR

Subject: Submission of Income Tax statement for the year 2024-25.

All Officials are requested to submit the Income Tax statement for the financial year 2024-25, (assessment year 2025-26) to this office latest by 15.12.2024 positively.

2. The saving certificates / receipts regarding expenditure being incurred towards house rent, LIC, PPF etc and other deposit scheme under Income Tax rule may invariably be submitted along with 12 BB form as prescribed by the Income Tax Authorities inter alia mentioning other income from other source/liability of rent paid by them, to enable this office to take necessary action toward final calculation of Income Tax. Officials/staffs are directed to furnish the requisite information in the prescribed performa (Copy enclosed)

3. In case of non-receipt of 12 BB form/assessment details/documents by above due date, Income Tax will be calculated and lump sum recovery will be made by this office. TAN of Bank should invariably be mentioned in HBA interest certificate for Tax benefit in reference to home loan etc. It is also required to provide possession certificate for HBA rebate. Those officials who want to change Tax option from default New-without exemption to old –with exemption should also be mentioned in 12 BB Form. (Copy enclosed).


**FINANCIAL ADVISOR
AIIMS, NEW DELHI**

Enclosure-As above

Copy to:

Computer Facility: With request to upload the same on official website of AIIMS, New Delhi

FORM NO.12BB

(See rule 26C)

1. Name, Designation 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 landlord 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 lender (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) (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (i) section..... (ii) section..... (iii) section..... (iv) section.....		
Verification			
I, son/daughter of do hereby certify that the information given above is complete and correct			
Place		(Signature of the employee) Full Name	
Date			
Designation			

*For claiming deduction under 80D(Medical Insurance), a copy of Insurance certificate containing the name of the insured persons may be enclosed.