



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF EXCISE AND CUSTOMS  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX  
CENTRAL REVENUE BUILDING, PLOT NO. 19, SECTOR-17C, CHANDIGARH-I  
Web: [www.cexchd1.gov.in](http://www.cexchd1.gov.in) Email: [payreport@yahoo.in](mailto:payreport@yahoo.in)

C.No. 39(9)/Pay & Cash/2006/

Dated: 24.11.2015

**CIRCULAR**

The staff posted at Headquarter of Chandigarh-I Commissionerate whose annual income falls within the range on which tax is deductible under the provisions of Income Tax Act, 1961 are requested to submit their income tax statement to the **ACAO (P&C)** by **04.12.2015** positively so that the Income Tax may be deducted well in time.

It is further requested that officers/officials must also provide proof of savings/deposits/investments, if any, for claiming rebate under Income Tax Act till 20.02.2016 otherwise; tax shall be deducted at sources from the pay of 02/2016 on the basis of record available in Pay & Cash Branch.

Dully filled Proforma of Statement along with proof of savings may also be sent to E-mail id [payreport@yahoo.in](mailto:payreport@yahoo.in) to seek your collaboration in the 'Go Green' Initiative.

Note: Verbal intimation/confirmation of any investment etc. will not be considered.

Encl:a.a.

*Tamma Goyal*  
24/11/15  
Asstt. Chief Accounts Officer (P&C)

Copy to:

- 1-All Branches, Hqrs. Office, Chandigarh-I.
- 2-Notice Board.
- 3-Supdt. (System) with a request to upload this circular on office website for vide circulation.

*Tamma Goyal*  
24/11/15  
Asstt. Chief Accounts Officer (P&C)

Detail of Investments/Savings for claiming tax benefit available under Income Tax for the F.Y. 2015-16 in r/o Shri/Ms./Smt. \_\_\_\_\_.

PAN NUMBER

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Type of Savings Scheme (A)	Amount already Invested/ Deposited for F.Y. 2015-16 (B)	Amount to be Invested/ Deposited by 31.03.2015 for F.Y. 2015-16 (C)	Total Investments
PPF			
PLI			
NSC			
LIFE INSURANCE PREMIUM			
HEALTH INSURANCE PREMIUM (80D)			
HBA INTEREST			
HBA REPAYMENT (PRINCIPAL)			
INTEREST ON HIGHER EDUCATION LOAN (80E)			
SELF HANDICAPPED (80U)			
Others			
Others			

1. I want to avail House Rent Allowance Exemption available under Section 10(13A) of Income Tax for which I am paying House Rent @ of Rs. \_\_\_\_\_ per month for the Residence (Address):

This may be considered for exemption available under Section 10(13A). (Copy of rent receipt enclosed)

2. Phone/Mobile Number for any inquiry: \_\_\_\_\_.

3. Any other relevant information determining Income Tax/Rebate on Income Tax to be reported \_\_\_\_\_.

I do hereby undertake that above information which has been provided above is true & correct to the best of my knowledge and I also undertake that I will provide the receipt of investments & rent receipt latest by 20.02.2016 failing which no exemption for investments & HRA will be allowed.

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_