Name :----------------------------------------

 Designation :-----------------------------------------

 Mob. No. :----------------------------------------

 EMP Code :----------------------------------------

 Department :----------------------------------------

 Date :----------------------------------------

To,

The Finance & Account Officer

Shivaji University

Kolhapur

Sir/Madam,

Please find enclosed here with an original receipt (s). Certificates along with Xerox copies thereof towards my additional saving (other than deduction from salary) during the financial year ------------- i.e. (01.April to 31.March). The particulars of the same are as stated below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particular** | **Certificate / Receipts No.** | **Saving / House Rent paid P.M** | **Annual Rs.** |
| 1 | L.I.C |  |  |  |
| 2 | Bank Tax Saver (Bank Deposite) |  |  |  |
| 3 | Mutual fund |  |  |  |
| 4 | Housing loan | 1. **Principal**
 |  |  |  |
| 1. **Interest**
 |  |  |  |
| 5 | Tuition fee |  |  |  |
| 6 | Medical Claim |  |  |  |
| 7 | NSC / PPE |  |  |  |
| 8 | Other  |  |  |  |

 You are therefore requested to being to info account the same, while computing my total salary income and calculation of income tax at source in the same year

 Yours faithfully,

 (Name : )

**fVi % d`i;k T;k R;k gsMph ekghrh R;kp gsMe/;s ueqn djkoh- Tuition Fee ;ke/;s ekfgrh ueqn djrkuk ikorhe/khy QDr Tuition**

 **Fee ph jDde ueqn djkoh- rlsp lnj vtkZe/;s ueqn dsysyh ekfgrh ckcrph laiw.kZ tckcnkjh lacaf/krkaph jkghy-**

 **vkiY;k ekfgrhph vpwd uksan >kyh vlY;kckcrph [kk=h f’kokth fo|kihBkP;k ladsrLFkGkoj Intranet ;sFks Employee**

 **Corner n~okjs loZ lacaf/krkauh [kk=h djkoh-**