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 2018-2019 (01.04.2018 to 31.03.2019). 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 |  |  |  |

 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 : )

**FOR OFFICE USE ONLY**

Xerox copy/ copies with the orginial as per the particulars given above and above and found correct.

 Superintendent / Asst. Register