



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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Ref. No.

Date

Date: 29.01.2024

NOTICE

Subject: Submission of Documents for Tax Exemption on Rented Residence

Dear Teachers and Non-Teaching Staff,

This notice is to inform you about the requirement for submitting documents related to tax exemption for rented residence, as per the Income Tax Act. If you are holding a substantive post and wish to avail of tax exemption for your rented residence, please take note of the following details:

Required Documents: Landlords' PAN and Aadhaar copy, rent receipt with stamp / seal and address of place of residence, preferably a printed receipt.


Rent Threshold: The submission of documents is applicable for individuals whose annual rent exceeds one lakh rupees.

Deadline: Please ensure that the necessary documents are submitted by 31st January, '24. Effective Year: If you want the tax exemption to be effective from the Financial Year 2023-24, ensure timely submission of the documents.

Submission Process: Please submit the required documents to the college administration office.

Your cooperation in this matter is highly appreciated. This compliance is essential to ensure that the tax exemption is appropriately applied to your rented residence for the specified financial year.

All concerned are requested to note.


29.01.2024

Dr. Soma Ghosh
Principal

Principal

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