



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय  
(कटौती अनुभाग)

Office of the Registrar  
(Recovery Unit)

No. IIT (BHU)/Recovery/IT Circular/2019-20/ 5405.

Dated: 13.09.2019

The Deans,  
The Heads of the Departments/Offices/Units,  
The Coordinators of the Schools,  
The Admin. Wardens/Wardens of the Hostels,  
All the Drawing and Disbursing Officers,

**IMPORTANT**  
**URGENT**

**Indian Institute of Technology (BHU)**

Dear Sir/ Madam,

In pursuance of Income Tax Act, 1961 regarding deduction of income tax at source and issue of certificates and submission of various returns thereof, I am directed to enclose the updated schedule for deductions and rebates as applicable for the financial year 2019- 20 (**Annexure-I**). As per provisions contained in the Section 192 of Income Tax Act 1961, the tax at source is to be deducted from the salaries of employees in each month.

*All the faculty and non faculty members of the Institute are requested to fill up the self assessment declaration form and form No. 12BB enclosed as Annexure-II and Annexure-III respectively, which are also available on IIT(BHU) website [www.iitbhu.ac.in](http://www.iitbhu.ac.in). Login id is employee number and password is PAN of employee. Employee has to fill up the online form properly, take its print out, get it forwarded by the concerned Head of Department/Centre/Unit and submit the hard copy alongwith supporting documents (Self Attested) to Recovery Section, IIT (BHU) or send scanned copy of duly filled self declaration form on the email id: [ar2.finance@itbhu.ac.in](mailto:ar2.finance@itbhu.ac.in), latest by 30th September, 2019. After the self-assessment declaration form is available, our office will be in a position to regulate income tax deductions accordingly. You may kindly ensure that the duly filled-in declaration forms of the employees concerned are received in this office by the date stipulated for the purpose. The salary and allowances for the period from September, 2019 onwards are to be estimated on anticipation.*

Honorarium for examination remuneration as well as other allowances (such allowances to Deans, Joint Chief Proctor/ Proctor, Chairman, CoW/ Wardens, etc.), Testing Consultancy charges, leave encashment during LTC, Children Education Allowance, etc. should be included in the computation of Gross Income and the Income Tax may be assessed accordingly. The position of Tax deducted at source should be revised on the basis of actual payment and in view of the variation due to increment in D.A., ad-hoc D.A., remunerations like **Summer Classes, Consultancy / Testing (Paid by Institute) etc**, to ensure that the Tax for the Year 2019-20 would be correctly assessed and deducted from the salary of the employees before releasing the salary for the month of February 2020 to avoid

any penal action by the Income Tax Department. The updated actual statement of examination remuneration paid to employees may be obtained from the Institute.

**IMPORTANT POINTS RELATED TO THE SUBMISSION OF FORMS-**

1. The properly filled Self Declaration Form and Form No. 12BB with all necessary documents shall be submitted to the Recovery Section, IIT(BHU) at the earliest but not later than 30th September, 2019.
2. The remaining documents related to claims of rebate must be submitted before 31st January 2020, failing which tax will be deducted at applicable rates in accordance with Income Tax Act, 1961, as amended from time to time, on the basis of payments and deductions made as per the records of this office.
3. The employees are advised not to deposit income tax on salary directly to the Income Tax Department. Income Tax Department had already issued several notices to the Institute for short deduction of Income Tax. Therefore, Income Tax on payments made by the Institute **shall** be deducted and deposited by the Institute only.
4. In case, the Income Tax of an employee exceeds his/her salary in the month of February 2020, the employee has to deposit the balance amount through challan in the **Institute Account (Major head: Institute Development Fund, Minor head: Income Tax)** latest by 10th February 2020 and intimate the same to the Recovery Section of the Institute for remitting the amount to Income Tax Department.

Further, all the faculty and non-faculty members of the Institute are requested to check their PAN card numbers mentioned in their salary slips. If the number is incorrectly mentioned in the salary slip, they are requested to inform the correct number to the Salary Section of the Institute immediately, failing which, they themselves will be responsible for any discrepancy.

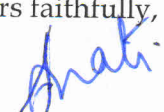

*Note: If self declaration form is not submitted within the due date, Income Tax will be calculated and deducted on the basis of our official records and rebate (under 80 C) will be considered as per deduction in the Salary. Those employees whose salary will be enhanced by promotion or fixation through IIT Pay Scale, their Income Tax will be deducted as per Income Tax slabs applicable to them.*

Top priority may be given for submission of prescribed forms within due date.

Encl:

1. Annexure I : Salient Features of Income Tax Rules
2. Annexure II: Self Declaration form
3. Annexure III: Form No. 12BB

Yours faithfully,

  
Joint Registrar (Accounts)  13/09/19



SALIENT FEATURES OF INCOME TAX RULES FOR THE FINANCIAL YEAR ENDING ON  
31<sup>ST</sup> MARCH, 2020

**STANDARD DEDUCTION U/S 16**

As per the amended Section 16 of the Income-tax Act, 1961, [A taxpayer having income chargeable under the head "Salaries" shall be allowed a deduction of Rs 50,000/- or the amount of salary, whichever is less, for computing his taxable income.] The income chargeable under the head "Salaries" shall be computed after making a deduction of forty thousand rupees or shall be computed on the amount of the salary of individual whichever is less.

**DEDUCTION OF INTEREST ON HBL U/S 24**

Income chargeable under the head "Income from house property" shall be computed after making the following deductions, namely:—

- (a) a sum equal to thirty per cent of the annual value;
- (b) where the property has been acquired, constructed, repaired, renewed or reconstructed with borrowed capital, the amount of any interest payable on such capital:

**Provided** that in respect of property referred to in sub-section (2) of section 23, the amount of deduction shall not exceed thirty thousand rupees:

**Provided further** that where the property referred to in the first proviso is acquired or constructed with capital borrowed on or after the 1st day of April, 1999 and such acquisition or construction is completed within three years from the end of the financial year in which capital was borrowed, the amount of deduction under this clause shall not exceed **Rs. 2,00,000 (Rupees two lakh)**.

*Explanation.*—Where the property has been acquired or constructed with borrowed capital, the interest, if any, payable on such capital borrowed for the period prior to the previous year in which the property has been acquired or constructed, as reduced by any part thereof allowed as deduction under any other provision of this Act, shall be deducted under this clause in equal instalments for the said previous year and for each of the four immediately succeeding previous years:

**Provided also** that no deduction shall be made under the second proviso unless the assessee furnishes a certificate, from the person to whom any interest is payable on the capital borrowed, specifying the amount of interest payable by the assessee for the purpose of such acquisition or construction of the property, or, conversion of the whole or any part of the capital borrowed which remains to be repaid as a new loan.

*Explanation.*—For the purposes of this proviso, the expression "new loan" means the whole or any part of a loan taken by the assessee subsequent to the capital borrowed, for the purpose of repayment of such capital.

**DEDUCTION U/S 80C**

Under section 80C deduction would be available from gross total income. The investment eligible under section 80C are given hereunder, these includes Life Insurance premium (paid for self, spouse and children), contribution to Provident Fund, purchase of Infrastructure Bond, payment of Tuition Fee for any two children, repayment of Principal Amount of Housing loan, contribution towards NSC (including accrued interest for first five years), specified bond of NABARD, specified plan of Mutual Fund etc. There are no sectorial caps in the new section and assessee is free to invest in any one or more of the eligible instrument, within the overall ceilings. From assessment year 2009-10 Term Deposit for a period of 5 years or more with a scheduled Bank by an individual/HUF will also be eligible for including it in gross qualifying amount for the purpose of section 80C.

Amount deductible under section 80C is equal to 100% of the qualifying investment or 1,50,000/- whichever is lower.

*From Assessment Year 2013-14 the provisions of sub-section (2) shall apply only to so much of any premium or other payment made on an insurance policy, other than a contract for a deferred annuity, issued on or after the 1<sup>st</sup> day of April, 2012 as is not in excess of 10% (ten percent) of actual capital sum assured.*

But from assessment year 2014-15, in case of following categories premium paid upto 15% of sum assured shall be allowed. The following categories are:-

- 1) Insurance on the life of any person, who is a person with disability or a person with severe disability as referred to in section 80U.
- 2) Insurance on the life of any person, suffering from disease or ailment as specified in the rules made under section 80DDB.

#### **DEDUCTION U/S 80CCC**

This section provides a deduction to an individual for any amount paid or deposited by him in an annuity plan of LIC or an insurer other than LIC for receiving pension from a Fund referred to in Section 10 (23AAB) the deduction u/s 80CCC in respect of annuity plan of LIC or any other insurer is Rs. 1,50,000/- however aggregate amount of deduction u/s 80C, 80CCC & 80 CCD cannot exceed Rs. 1,50,000/-.

#### **DEDUCTION U/S 80CCD**

##### **"Deduction in respect of contribution to National Pension System**

An individual who is employed by Central Government (on or after 1<sup>st</sup> January 2004) will have to join NPS on compulsory basis.

- Deduction is available for any amount paid under a pension scheme notified by Central Government.
- Deduction for the employer's contribution in the hand of concerned employee is available in the year in which contribution is made (not exceeding of 14% of salary\*).
- Deduction is available for the employee's contribution (not exceeding of 10% of salary\*).
- U/s 80CCE the aggregate amount of deduction u/s 80C, 80CCC & 80CCD cannot exceed Rs. 1,50,000/-. The ceiling is not applicable (from A.Y. 2012-13) in respect of employer's contribution towards NPS and assessee's contribution towards NPS u/s 80CCD(1B) (from A.Y. 2016-17).
- U/s 80CCD(1B) any individual assessee can avail deduction for additional contribution up to Rs. 50,000/- towards NPS with effect from A.Y. 2017-18. The combined ceiling of Rs. 1,50,000/- u/s 80CCE is not application for this additional contribution.

\*Salary will include Dearness Allowance, if the terms of employment so provide, and commission (if calculated as a percentage of turnover achieved by an employee) but excludes all other allowances and perquisites."



## **DEDUCTION U/S 80D**

### **Deduction in respect of Medical Insurance Premium**

The maximum deductible amount and other relevant points are given below:-

For whose benefit payment can be made	Individual	
	Assessee, Spouse, & dependent Children	Assessee's parents
a. Payment for medical insurance premium (mode of payment other than cash) /contribution to CGHS.	25,000	25,000
b. Payment of medical insurance premium for resident Sr. Citizen – (mode of payment other than cash)	50,000	50,000
c. Payment made for preventive health check up.	5,000	5,000
d. Medical expenditure on the health of Resident senior citizen for whom no amount is paid to effect/keep in force an insurance on health. ( mode of payment other than cash )	50,000	50,000

#### **Explanation of above points (clause):**

- The whole of the amount paid, to effect (to keep) in force an insurance on the health of the assessee or his family or any contribution made to the Central Government Health Scheme or such other scheme as may be notified by the Central Government on this behalf or any payment made on account of preventive health check-up of the assessee or his family which does not exceed the aggregate twenty-five thousand rupees.
- The whole of the amount paid, to effect (to keep) in force an insurance on the health of the parent or parents of the assessee or any payment made on account of preventive health check-up of the parent or parents of the assessee which does not exceed the aggregate twenty-five thousand rupees.
- The whole of the amount paid on account of medical expenditure incurred on the health of the assessee or any member of his family which does not exceed the aggregate fifty thousand rupees; and
- The whole of the amount paid on account of medical expenditure incurred on the health of any parent of the assessee, which does not exceed the aggregate fifty thousand rupees.

**Provided** that the aggregate of the sum specified under clause (a) and clause (c) or the aggregate of the sum specified under clause (b) and clause (d) shall not exceed fifty thousand rupees.

### **SECTION 80DD (Maintenance including Medical Treatment of Handicapped Dependent)**

A maximum limit of Rs. 75,000/- has been provided for amount of expenditure incurred in respect of maintenance (including Nursing, Training & Repartition of handicapped dependent) of handicapped dependents (being a dependent person with disability) in the scheme framed on this behalf by LIC or any other insurer. A higher deduction of Rs. 1,25,000/- is provided if person having disability of 80% or above. To claim the deduction under this section, the taxpayer shall have to furnish a copy of certificate issued by the medical authority or any hospital or institution as prescribed by Central Government along with the return of the income.

**Note:** Deduction under section 80DD is not admissible if Handicapped dependent is claiming deduction under section 80U.



### **SECTION 80DDB (Deduction in respect of Medical Treatment)**

Expenditure actually incurred for the medical treatment for the individual himself or to his dependent relatives or to any member of H.U.F. in respect of disease or ailments which may be specified in the rules. Diseases in the rules are cancer, Neurological diseases, chronic renal failure, Haemophilia, Thalassemia, AIDS, etc. Maximum deduction of Rs. 40,000/- . If, to whom treatment given is senior citizen, maximum deduction of Rs. 1,00,000/- is allowed. The assessee shall have to submit a certificate in the prescribed form from such specialist as may be prescribed in government hospital. Any amount received from insurer shall be deducted while ascertaining the amount of exemption. Senior citizen means an individual who obtained the age of 60 years any time during the concerned financial year.

### **SECTION 80E (Repayment of Loan taken for Higher Education)**

Deduction in respect of interest on loan taken from financial institution or approved charitable institution, assesses for any course of study pursued after passing the Senior Secondary Examination or its equivalent from any school, board or university recognized by the Central Government or State Government or local authority or by any other authority authorized by the Central Government or State Government or local authority to do so; of himself or his relatives or any student for whom individual is guardian. For assessment year 2020-21 entire payment of interest is deductible. The deduction is available for a maximum of 8 years or till the interest is paid, whichever is earlier. Relative includes spouse and children of the individual. Government has extended its cover to all the field of studies including vocational studies.

### **SECTION 80EE (Deduction in respect of interest on loan taken for residential house property)**

- 1- In respect of interest on loan for residential house property where interest is paid or payable on loan taken from any financial institution for the acquisition of residential house property, deduction of Rs. 1,00,000/- or equal to the amount of interest paid or payable, whichever is lower, shall be allowed. But for claiming deduction under this section following conditions must be satisfied:
  - a. Loans have been sanctioned by the financial institution during the year beginning on the 1<sup>st</sup> day of April 2016 & ending on 31<sup>st</sup> March 2017 or thereafter.
  - b. The amount of loan sanctioned for acquisition of residential house property does not exceed Rs. 25.00 lacs.
  - c. The value of residential house property does not exceed Rs. 50,00,000.
  - d. The assessee does not own any residential house property on the date of sanction of the loan.
- 2- In case where the interest payable for the previous year is less than 1,00,000 the balance amount shall be allowed in the assessment year beginning on the 1<sup>st</sup> day of April 2017.

### **SECTION 80G**

No deduction is to be made for computing TDS from the salary income in respect of any donations for charitable purposes. The tax relief admissible u/s 80G in respect of such donations will have to be claimed by the employee at the time of filing of income tax return. However, in case of, where contributions are made to the Jawaharlal Nehru Memorial Children Fund, The Indira Gandhi Memorial Trust, Rajeev Gandhi Foundation, 50% of such contribution may be deducted in computing the total income of the employee. Similarly the donations to the National Defence Fund set up by Central Govt., Prime Minister's National Relief Fund. The Prime Minister's Armenia Earth Quake Relief Fund, The Africa (Public Contributions India) Fund, The National Foundation for Communal Harmony & the Chief Minister's Earth Quake Relief Fund, Maharashtra, will be eligible

for 100% deduction. It is to be noted that all eligible donations, without any limit, will be deductible under the provisions of section 80G Circular No. 724 dated September, 29 1995.

*No deduction shall be allowed under this section in respect of donation of any sum exceeding ten thousand rupees unless such sum is paid by any mode other than cash.*

#### **SECTION 80GGA**

This section provides for donations made to University, College or other institutions to be used for research in social science or statistical research. This provision has been amended to include a research institution which has its object undertaking of research in social science or statistical research & which for the time being is approved for the purposes of section 35(1)(ii) and /or (iii). Accordingly, any sum paid to such research association which are approved for this purpose, will be eligible for deduction under this section.

Donations of any sum made to any organizations or institutions which are approved under section 35CCA, 35CCA(2A), 35AC(2), 35AC, 35CCB(2), 35CCB(1), 35CCA(1)(c), 35CCA(1)(d) are also eligible for deduction under this section.

*No deduction shall be allowed under this section in respect of any sum exceeding ten thousand rupees unless such sum is paid by any mode other than cash from assessment year 2014-15.*

#### **SECTION 80GGC**

In computing the total income of an assessee, being any person, except local authority and every artificial juridical person wholly or partly funded by the Government, there shall be deducted any amount of contribution made by him, in the previous year, to a political party or an electoral trust provided that no deduction shall be allowed if contribution is made by cash.

#### **DEDUCTION U/S 80U**

A deduction of Rs. 75,000/- is allowed to the person having disability of 40% or above (who is totally blind or who suffers from permanent physical disability). A high deduction of Rs. 1,25,000/- is provided for person having disability of 80% or above. To claim deduction under this section, the taxpayer shall have to furnish a copy of the certificate issued by the medical authority along with the returns of income.

#### **DEDUCTION U/S 80TTA- Interest on deposits in saving accounts:**

Where the gross total income of an assessee, being an individual or HUF, includes any income by way of interest on deposits in a saving accounts with a banking company, a co-operative societies, or a post office, deduction up to Rs. 10,000/- shall be allowed.

➤ *No deduction shall be allowed on interest of fixed deposit under this section.*

#### **DEDUCTION U/S 80TTB-Interest on deposits in case of senior citizens.**

Where the gross total income of an assessee, being a senior citizen, includes any income by way of interest on deposits with a banking company, a co-operative societies, or a post office, deduction up to Rs. 50,000/- shall be allowed.



## **EXEMPTION U/S 10 (13A)- HOUSE RENT ALLOWANCES**

Exemption in respect of house rent allowance is regulated by rule 2A and the following is exempted from tax:

- a. An amount equal to 50% of salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and amount equal to 40% salary where the residential house is situated at any other place.
- b. House Rent Allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year.
- c. The excess of rent paid over 10% of salary.

## **OTHER ALLOWANCE EXPENSES**

- 1- Children allowance- upto @Rs. 100/- p.m. per children for two children (Sec 10(14)).
- 2- Hostel Expenditure- Allowance upto @Rs. 300/- p.m. per children for two children (Sec 10(14)).
- 3- Compensation on VRS upto Rs. 5,00,000/- (Sec 10C) subject to fulfilment of terms and conditions prescribed under this section.
- 4- Any allowance to meet the cost of helper engaged for the purpose of office.

## **Valuation of rent free accommodation**

Valuation of perquisite for rent free accommodation provided to any employee shall be done as per provisions of Income Tax Act which is explained herein and TDS shall be deductible on the amount arrived by adding the value of rent free accommodation with the gross salary.

Value of rent free/ concessional rent accommodation will be 10% of salary minus any amount deducted/collected from the employee on account of rent free/ concessional house provided to employee.

If rent free accommodation is furnished then it shall be increased by 10 of the cost of furniture or if it is rented then actual rent paid for hire of such furniture.

Here salary for the purpose of rent free accommodation means & includes the pay, allowances, bonus or commission payable monthly or otherwise or any monetary payment, by whatever name may be called, from employers, but does not include the following:

1. Dearness allowance or Dearness pay unless it enters into the retirement benefit,
2. Employer's contribution to P.F. account of employees.
3. Allowance which are exempt from payment of tax,
4. Value of perquisites and
5. Any payment specifically excluded under the Act.



### **Rebate under section 87A**

After computing the tax on total income, rebate upto Rs. 12,500/- shall be allowed as per following rules.

An assessee, being an individual resident in India, whose total income does not exceed Rs. 5,00,000 (Rupees five lakh only), shall be entitled to a deduction from amount of income tax (as computed before allowing the deductions under this chapter) on his total income with which he is chargeable for any assessment year, of an amount equal to hundred percent of such income tax or an amount of twelve thousand five hundred rupees whichever is less.

### **Here Total Income means:**

Total income of an assessee is gross total income as reduced by amount deductible under sections from 80C to 80U. As all total income is gross total income from all the sources, hence interest on loan from house property which is eligible for deduction shall also be deducted from the income while determining the Total Income.

### **DEPOSIT OF TDS TO GOVERNMENT ACCOUNT:**

It must be ensured that TDS deducted is deposited to the account of Central Government through e-payment mode by 7<sup>th</sup> day of the following (next) month. If Tax deducted is deposited belated (late) then interest @1.50% p.m. for every belated month or part of the month shall be charged by Income Tax Department.

### **Following points should also be considered:**

1. In case, where no PAN no. is available, TDS @20% or actual tax amount whichever is higher shall be deducted.
2. PAN no. must be verified by the DDO with PAN card of employee.

### **INCOME TAX RATES**

Following are the rates of income tax deduction [as per the Gazette of India notification published on March 31, 2017]:

#### **(a) For resident individuals and women other than Senior Citizen.**

Upto Rs. 2,50,000/-	:	Nil
From Rs. 2,50,001/- to Rs. 5,00,000/-	:	5% of the amount by which the total Income exceed Rs. 2,50,000/-
From Rs. 5,00,001/- to Rs. 10,00,000/-	:	Rs. 12,500/- plus 20% of the amount by which the total income exceeds Rs. 5,00,000/-
From Rs. 10,00,001/- to Rs. 50,00,000/-	:	Rs. 1,12,500/- plus 30% of the income by which the total income exceeds Rs. 10,00,000/-
From Rs. 50,00,001/- to Rs. 1,00,00,000/-	:	Rs. 13,12,500/- plus 30% of the income by which the total income exceeds Rs. 50,00,000/-

Above Rs. 1,00,00,000/- : Rs. 28,12,500/- plus 30% of the income by which the total income exceeds Rs. 1,00,00,000/-

**(b) For Senior Citizen (age limit 60-80 years)**

Upto Rs. 3,00,000/- : Nil  
 From Rs. 3,00,001/- to Rs. 5,00,000/- : 5% of the amount by which the total Income exceed Rs. 3,00,000/-  
 From Rs. 5,00,001/- to Rs. 10,00,000/- : Rs. 10,000/- plus 20% of the amount by which the total income exceeds Rs. 5,00,000/-  
 From Rs. 10,00,001/- to Rs. 50,00,000/- : Rs. 1,10,000/- plus 30% of the income by which the total income exceeds Rs. 10,00,000/-  
 From Rs. 50,00,001/- to Rs. 1,00,00,000/- : Rs. 13,10,000/- plus 30% of the income by which the total income exceeds Rs. 50,00,000/-  
 Above Rs. 1,00,00,000/- : Rs. 28,10,000/- plus 30% of the income by which the total income exceeds Rs. 1,00,00,000/-

**(c) For Senior Citizen (age limit 80 or above)**

Upto Rs. 5,00,000/- : Nil  
 From Rs. 5,00,001/- to Rs. 10,00,000/- : 20% of the amount by which the total income exceeds Rs. 5,00,000/-  
 From Rs. 10,00,001/- to Rs. 50,00,000/- : Rs. 1,00,000/- plus 30% of the income by which the total income exceeds Rs. 10,00,000/-  
 From Rs. 50,00,001/- to Rs. 1,00,00,000/- : Rs. 13,00,000/- plus 30% of the income by which the total income exceeds Rs. 50,00,000/-  
 Above Rs. 1,00,00,000/- : Rs. 28,00,000/- plus 30% of the income by which the total income exceeds Rs. 1,00,00,000/-

**SURCHARGE ON INCOME-TAX**

- (a) Education Cess @3% and Health Cess @1% on above tax amount to be charged in addition to above tax amount as per rule of Income Tax act. 1961.
- (b) Surcharge @10% shall be imposed if Total income exceeds Rs. 50 lakh but not exceeding Rs. 1 crore as per rule of Income Tax act. 1961.
- (c) Surcharge @15% shall be imposed if Total income exceeds Rs. 1 crore as per rule of Income Tax act. 1961.



**SELF DECLARATION FORM**  
**for Income Tax Deduction at Source for Financial Year 2019-20**  
**(To be filled in by the employee)**

1. PAN (Permanent Account Number) : \_\_\_\_\_
2. Name & Employee Id. : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Department : \_\_\_\_\_
5. Residential Address with Mob. No. : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Annual Gross Salary  
 and allowances & arrear of pay etc. : Rs. \_\_\_\_\_
7. Add NPS (Employer Contribution) : Rs. \_\_\_\_\_
8. Children Education Allowance : Rs. \_\_\_\_\_
9. Anticipated Annual Gross Salary (6+7+8) : Rs. \_\_\_\_\_
10. Less CEA (upto Rs. 100 p.m. per child). : Rs. \_\_\_\_\_ [if claimed, pls fill col. 8]
11. Less H.R.A. (The excess of rent paid  
 over 10% of salary on production of  
 house rent receipt) : Rs. \_\_\_\_\_
12. Standard Deduction : Rs. \_\_\_\_\_ **Rs. 50,000/- (Fixed)**
13. Income chargeable under the Salary (9-10-11-12) : Rs. \_\_\_\_\_
14. Add other income allowances
  - (a) Examination remuneration : Rs. \_\_\_\_\_
  - (b) Royalty/Honorarium and testing Charges etc. : Rs. \_\_\_\_\_
  - (c) Summer Classes/Tabulation : Rs. \_\_\_\_\_
  - (d) N.S.C./ Mutual fund interest : Rs. \_\_\_\_\_
  - (e) Other income : Rs. \_\_\_\_\_
15. Total Income (13+14) : Rs. \_\_\_\_\_
16. Deduction U/s 24(b) for HBL Interest : Rs. \_\_\_\_\_
17. Gross Total Income (15 - 16) : Rs. \_\_\_\_\_
18. Deduction under chapter VIA
  - (a) Section 80C
    - i. P.P.F. : Rs. \_\_\_\_\_
    - ii. G.P.F./C.P.F. : Rs. \_\_\_\_\_
    - iii. G.I. / GSLI : Rs. \_\_\_\_\_
    - iv. LIC (Salary) : Rs. \_\_\_\_\_
    - v. N.S.C. + N.S.C. Interest : Rs. \_\_\_\_\_
    - vi. H. B. Loan repayment (Principal Part Only) : Rs. \_\_\_\_\_
    - vii. LIC (Other than deduction from Salary) : Rs. \_\_\_\_\_
    - viii. U.T.I./Other : Rs. \_\_\_\_\_
    - ix. Infrastructure Bond : Rs. \_\_\_\_\_
    - x. Tuition Fees (Children's school tuition fees) : Rs. \_\_\_\_\_
    - xi. Term Deposit in Scheduled bank (of 5 Years or more.) : Rs. \_\_\_\_\_
    - xii. Others : Rs. \_\_\_\_\_
    - Total of 18(a)** : Rs. \_\_\_\_\_
  - (b) Section 80 CCC : Rs. \_\_\_\_\_
  - (c) Section 80 CCD (1) (NPS Employee Contribution) : Rs. \_\_\_\_\_
  - (d) **Total Deductions u/s 80C, 80CCC, 80CCD(1) (18a+18b+18c) : Rs. \_\_\_\_\_**  
**(Cannot exceed Rs.150000/- under clause 14.)**
  - (e) Section of 80 CCD (1B) : Rs. \_\_\_\_\_  
**(Max upto Rs. 50,000 alongwith receipt)**
  - (f) Section of 80 CCD (2) (NPS Employer contribution) : Rs. \_\_\_\_\_

(g) Section 80 D (Medical Insurance Premium) : Rs. \_\_\_\_\_

(h) Section 80 DDB (Deduction in respect of Medical Treatment): Rs. \_\_\_\_\_

(i) Section 80 E (Interest on Loan taken for Higher Education) : Rs. \_\_\_\_\_

(j) Section 80U (Person with Disability.) : Rs. \_\_\_\_\_

(k) Section 80G (PMRF etc.) : Rs. \_\_\_\_\_

(l) Any other deduction (Specify Section) : Rs. \_\_\_\_\_

Total Deductions under Chapter VI of IT Act : Rs. \_\_\_\_\_  
(18d+18e+18f+18g+18h+18i+18j+18k+18l)

19. Net Taxable Income (17-18) : Rs. \_\_\_\_\_

20. Is Senior Citizen (Yes/No) ☐ if Yes, mention Date of Birth 

D	D	M	M	Y	Y	Y	Y
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### Calculation of Income Tax-

#### (a) For other than Senior Citizen.

UptoRs. 2,50,000/-	:	Nil
From Rs. 2,50,001/- to 5,00,000/-	:	5%
From Rs. 5,00,001- to 10,00,000/-	:	Rs. 12,500 + 20%
From Rs. 10,00,001/- to 50,00,000/-	:	Rs. 1,12,500 + 30%
From Rs. 50,00,001/- to 1,00,00,000/-	:	Rs. 13,12,500 + 30%
Above Rs. 1,00,00,000/-	:	Rs. 28,12,500/+ 30%

#### (b) For Senior Citizen (age limit 60-80 years)

UptoRs. 3,00,000/-	:	Nil
From Rs. 3,00,001/- to Rs. 5,00,000/-	:	5%
From Rs. 5,00,001- to Rs. 10,00,000/-	:	Rs. 10,000 + 20%
From Rs. 10,00,001/- to Rs. 50,00,000/-	:	Rs. 1,10,000 + 30%
From Rs. 50,00,001/- to Rs. 1,00,00,000/-	:	Rs. 13,10,000 + 30%
Above Rs. 1,00,00,000/-	:	Rs. 28,10,000/+ 30%

21. Tax on total income : Rs. \_\_\_\_\_

22. Less Rebate u/s 87 A : Rs. \_\_\_\_\_

23. Net tax on total income : Rs. \_\_\_\_\_

24. Surcharge (if any) : Rs. \_\_\_\_\_

25. Add: Cess 4% on income tax amount : Rs. \_\_\_\_\_

(3% Education cess + 1% Health cess)

26. Total Tax payable : Rs. \_\_\_\_\_

27. Less Total TDS deducted upto \_\_\_\_\_, from salary : Rs. \_\_\_\_\_

28. If any Tax deducted (Arrear/LTC/etc.) : Rs. \_\_\_\_\_

29. Total TDS deducted : Rs. \_\_\_\_\_

30. Balance Tax to be deducted during 2018-19 : Rs. \_\_\_\_\_

31. Proposed monthly instalment of income tax to be : Rs. \_\_\_\_\_

deducted from month of \_\_\_\_\_.

### **Note:**

(I) Photo copies of such investments against which deduction/ exemption is claimed must be enclosed otherwise no deduction/ exemption shall be allowed.

(II) I hereby promise that I will deposit a sum of Rs. \_\_\_\_\_ under N.S.C., Mutual Fund and/or purchase of N.S.C./LIC worth Rs. \_\_\_\_\_ and submit the receipt on or before 31<sup>st</sup> January, 2020.

In case of failure on my part in regard to above investment, Institute may recover the tax due from the account including penalty, interest, if any charged by Income Tax from my salary.

I declare that the information given above is true to the best of my knowledge and belief. I am enclosing/ will submit Photo copies of the relevant documents in support of saving on which deduction has been claimed under item 18.

(Signature of Employee)

Signature of Head of Department

Date:

Name:

Designation:



# MONTH WISE SELF-DECLARATION FORM INCOME TAX DECLARATION AT SOURCE A.Y. 2020-21

(To be filled in by the employee)

For the financial year 2019-20

Month	Income						Gross Total	Deductions							
	Basic Pay (As per 7th CPC)	D.A.	HRA	TA	Other Allow.	Handi Allow.		Arrear/ Leave Encashment on LTC/ BONUS/ Extra Classes/ Other Income etc.	P.F./ N.P.S. (Empl yee Cont.)	N.P.S. (Employer Cont.)	GSLI/ Gl.	SSS/LIC	HBL	Total Deduct ion	Income Tax
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															
January															
February															
Total															

GROSS TOTAL

: \_\_\_\_\_

ADD: N.P.S. (EMPLOYER CONTRIBUTION)

: \_\_\_\_\_

GROSS SALARY

: \_\_\_\_\_

(Signature of the Employee)

**FORM NO.12BB****(Annexure-III)**

(See rule 26C)

**Statement showing particulars of claims by an employee for deduction of tax under section 192**

1. Name 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) ..... (g) ..... (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..... (v) section.....		
Verification			
I, ....., son/daughter of ..... do hereby certify that the information given above is complete and correct.			
Place..... Date..... Designation .....		(Signature of the employee) Full Name:	