ANNEXURE-II

SELF DECLARATION FORM						
for Income Tax Deduction at Source for Financial Year 2023-24						
(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. :		(10 be fined i	in by	the employee,
3. Designation :: 4. Department :: 5. Residential Address with Mob. No. ::	1.		: .	
 4. Department :	2.		: .	
5. Residential Address with Mob. No. : Whether opting for taxation under section 115BAC (As per new taxation rule)? Yes No Note: If 115BAC selected as "Yes" then rebute of HRA, CEA, HBL Interest, u/s 80C, 80CCC, 80CCD(1), 80CCD1(B), 80DD, 80DDB, 80E, 80U etc. uill not be applicable. If 115BAC selected as "No" then all the rebute will be applicable as per old taxation rule. 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. Add other income allowances :Rs. (a) Examination remuneration :Rs. (b) SupaltyHonorarium and lesting Charges etc: :Rs.	3.	6	: _	
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Yes No Note: If 115BAC selected as "Yes" then rebate of HRA, CEA, HBL Interest, u/s 80C, 80CCC, 80CCCf, 80CCD1(B), 80D, 80DDB, 80E, 80U etc. will not be applicable. If 115BAC selected as "No" then all the rebate will be applicable as per old taxation rule. 6. Annual Gross Salary and allowancesk arrear of pay etc. 7. Add NPS (Employer Contribution) 8. Children Education Allowance 9. Anticipated Annual Gross Salary (6+7+8) 10. Add other income allowances (a) Examination remuneration (b) RoyaltyHonorarium and testing Charges etc. Rs. (c) Summer Classes/Tabulation (d) N.S.C./ Mutual fund interest (e) Other income (functualing taxable interest relating to contribution in GPF/CPF, exceeding specified limit) 11. Total Income (9+10) 12. (a) Less CEA (uptoRs. 100 p.m. per child). 13. Standard Deduction 14. Income chargeable under the Salary (11-12-13) 15. Deduction U/s 24(b) for HBL Interest 16. Gross Total Income (14 - 15) 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. : Rs. ii. G.P.F./C.P.F. : Rs. iii. G.P.F./C.P.F. : Rs. iii. G.P.F./C.P.F. : Rs.	5.	Residential Address with Mob. No.	: _	
Yes No Note: If 115BAC selected as "Yes" then rebate of HRA, CEA, HBL Interest, u/s 80C, 80CCC, 80CCCf, 80CCD1(B), 80D, 80DDB, 80E, 80U etc. will not be applicable. If 115BAC selected as "No" then all the rebate will be applicable as per old taxation rule. 6. Annual Gross Salary and allowancesk arrear of pay etc. 7. Add NPS (Employer Contribution) 8. Children Education Allowance 9. Anticipated Annual Gross Salary (6+7+8) 10. Add other income allowances (a) Examination remuneration (b) RoyaltyHonorarium and testing Charges etc. Rs. (c) Summer Classes/Tabulation (d) N.S.C./ Mutual fund interest (e) Other income (functualing taxable interest relating to contribution in GPF/CPF, exceeding specified limit) 11. Total Income (9+10) 12. (a) Less CEA (uptoRs. 100 p.m. per child). 13. Standard Deduction 14. Income chargeable under the Salary (11-12-13) 15. Deduction U/s 24(b) for HBL Interest 16. Gross Total Income (14 - 15) 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. : Rs. ii. G.P.F./C.P.F. : Rs. iii. G.P.F./C.P.F. : Rs. iii. G.P.F./C.P.F. : Rs.		Whether opting for taxation under se	- ection	115BAC (As per new taxation rule)?
80CCD(1), 80CCD1(B), 80D, 80DB, 80E, 80U etc. will not be applicable. If 115BAC selected as "No" then all the rebate will be applicable as per old taxation rule. 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. Add other income allowances (a) Examination remuneration : Rs. (b) RoyaltyHonorarium and testing Charges etc. : Rs. (c) Summer Classes/Tabulation : Rs. (d) N.S.C./ Mutual fund interest : Rs. (e) Other income (Including taxable interest relating to contribution in GPF/CPF, exceeding specified limit) : Rs. 11. Total Income (9+10) : Rs. 12. (a) Less CEA (uptoRs. 100 p.m. per child). : Rs. 13. Standard Deduction : Rs. 14. Income chargeable under the Salary (11-12-13) : Rs. 15. Deduction U/s 24(b) for HBL Interest : Rs. 16. Gross Total Income (14 - 15) : Rs. 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. : :Rs. ii. G.P.F/C.P.F. : :Rs. iii. G.P.F/C.P.F. : :Rs. iii. G.P.F/C.P.F. : :Rs. iii. G.P.F/C.P.F. : :Rs. iii. G.P.F/C.P.F. : :Rs.		Yes		No
and allowances& arrear of pay etc. :Rs. 7. Add NFS (Employer Contribution) :Rs. 8. Children Education Allowance :Rs. 9. Anticipated Annual Gross Salary (6+7+8) :Rs. 10. Add other income allowances :Rs. (a) Examination remuneration :Rs.		80CCD(1), 80CCD1(B), 80D, 80DD	В,	80E, 80U etc. will not be applicable.
7. Add NPS (Employer Contribution) :Rs. 8. Children Education Allowance :Rs. 9. Anticipated Annual Gross Salary (6+7+8) :Rs. 10. Add other income allowances (a) Examination remuneration (a) Examination remuneration :Rs. (b) RoyaltyHonorarium and testing Charges etc. : Rs. (c) Summer Classes/Tabulation (c) Summer Classes/Tabulation :Rs. (d) N.S.C./ Mutual fund interest :Rs. (e) Other income (including taxable interest relating to contribution in GPF/CPF , exceeding specified limit) 11. Total Income (9+10) :Rs. 12. (a) Less CEA (uptoRs. 100 p.m. per child). :Rs. 13. Standard Deduction :Rs. 14. Income chargeable under the Salary (11-12-13) :Rs. 15. Deduction U/s 24(b) for HBL Interest :Rs. 16. Gross Total Income (14 - 15) :Rs. 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. :Rs. ii. G.I. / CSLI :Rs. iii. G.I. / CSLI <td< td=""><td>6.</td><td>Annual Gross Salary</td><td></td><td></td></td<>	6.	Annual Gross Salary		
 8. Children Education Allowance : Rs		and allowances& arrear of pay etc.	:Rs.	
 8. Children Education Allowance : Rs	7.	Add NPS (Employer Contribution)		
9. Anticipated Annual Gross Salary (6+7+8) : Rs	8.	Children Education Allowance		
10. Add other income allowances (a) Examination remuneration : Rs	9.	Anticipated Annual Gross Salary (6+7+8)		
(a) Examination remuneration : Rs	10.	-		
(b) RoyaltyHonorarium and testing Charges etc. : Rs.			: Rs.	
 (c) Summer Classes/Tabulation : Rs				
(d) N.S.C./ Mutual fund interest : Rs. (e) Other income (Including taxable interest relating to contribution in GPF/CPF , exceeding specified limit) : Rs. 11. Total Income (9+10) : Rs. 12. (a) Less CEA (uptoRs. 100 p.m. per child). : Rs. 12. (b) Less H.R.A. (The excess of rent paid over 10% of salary on production of house rent receipt) : Rs. 13 Standard Deduction : Rs. 14 Income chargeable under the Salary (11-12-13) : Rs. 15 Deduction U/s 24(b) for HBL Interest : Rs. 16 Gross Total Income (14 - 15) : Rs. 17 Deduction under chapter VIA (a) Section 80C : Rs. 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.				
 (e) Other income (Including taxable interest relating to contribution in GPF/CPF, exceeding specified limit) : Rs				
 (Including taxable interest relating to contribution in GPF/CPF , exceeding specified limit) : Rs			. 10.	
contribution in GPF/CPF , exceeding specified limit) : Rs. 11. Total Income (9+10) : Rs.				
exceeding specified limit) : Rs		· · · · · · · · · · · · · · · · · · ·		
11. Total Income (9+10) : Rs		-	·Rs	
 12. (a) Less CEA (uptoRs. 100 p.m. per child). 13. Standard Deduction 14. Income chargeable under the Salary (11-12-13) 15. Deduction U/s 24(b) for HBL Interest 16. Gross Total Income (14 - 15) 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. ii. G.P.F./C.P.F. iii. G.I. / GSLI iv. LIC (Salary) v. N.S.C. + N.S.C. Interest i. Rs		exceeding specified minty	. 10.	
 12. (a) Less CEA (uptoRs. 100 p.m. per child). 13. Standard Deduction 14. Income chargeable under the Salary (11-12-13) 15. Deduction U/s 24(b) for HBL Interest 16. Gross Total Income (14 - 15) 17. Deduction under chapter VIA (a) Section 80C i. P.P.F. ii. G.P.F./C.P.F. iii. G.I. / GSLI iv. LIC (Salary) v. N.S.C. + N.S.C. Interest i. Rs	11.	Total Income (9+10)	: Rs.	
 12 (b) Less H.R.A. (The excess of rent paid over 10% of salary on production of house rent receipt) 13 Standard Deduction IRs. Income chargeable under the Salary (11-12-13) IRs. IDeduction U/s 24(b) for HBL Interest IRs. 15 Deduction U/s 24(b) for HBL Interest IRs. IC Gross Total Income (14 - 15) IRS. 16 Gross Total Income (14 - 15) IRS. IP.P.F. II. G.P.F./C.P.F. III. G.I. / GSLI IV. LIC (Salary) V. N.S.C. + N.S.C. Interest 			: Rs.	[if claimed, pls fill col. 8]
over 10% of salary on production of house rent receipt) : Rs				L /1 J
house rent receipt) : Rs				
14 Income chargeable under the Salary (11-12-13) : Rs. 15 Deduction U/s 24(b) for HBL Interest : Rs. 16 Gross Total Income (14 - 15) : Rs. 17 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.			: Rs.	
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15 Deduction U/s 24(b) for HBL Interest : Rs	13			
16 Gross Total Income (14 - 15) : Rs				
17 Deduction under chapter VIA (a) Section 80C i. P.P.F. : Rs	15		: Rs.	
(a) Section 80C : Rs			: Rs.	
i. P.P.F. : Rs	17	*		
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				
iv. LIC (Salary) : Rs v. N.S.C. + N.S.C. Interest : Rs		-		
v. N.S.C. + N.S.C. Interest : Rs		-		: Rs
vi. H. B. Loan repayment (Principal Part Only) : Rs				
		vi. H. B. Loan repayment (Principal Part O	nly)	: 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 17(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	2) : Rs	
	(Cannot exceed Rs.150000/-)			
	(e) Section of 80 CCD (1B)		: Rs	
	(Max upto Rs. 50,000 alongwith receipt)			
	(f) Section of 80 CCD (2) (NPS Employer contribution	ı)	: Rs	
	(g) Section 80 D (Medical Insurance Premium)		: Rs	
	(h) Section 80 DDB (Deduction in respect of Medical T	Freatmer	nt): Rs	
	(i) Section 80 E (Interest on Loan taken for Higher Ed	ucation)	: Rs	
	(j) Section 80U (Person with Disability.)		: Rs	
	(k) Section 80G (PMRF etc.)		: Rs	
	(I) Any other deduction (Specify Section)		: Rs	
	Total Deductions under Chapter VI of IT Act		: Rs.	
	(17d+17e+17f+17g+17h+17i+17j+17k+17l)			
18	Net Taxable Income (16-17)		: Rs	
19	Is Senior Citizen? Yes No		if Yes, D.O.B.	DDMMYYYY
20	Tax on total income	: Rs		
21	Less Rebate u/s 87 A	: Rs		
22	Net tax on total income	: Rs		
23	Surcharge (if any)	: Rs		
24	Add: Cess 4% on income tax amount	: Rs		
	(3% Education cess + 1% Health cess)			
25	Total Tax payable	: Rs		
26	Less Total TDS deducted upto, from salary	: Rs		
27	If any Tax deducted (Arrear/LTC/etc.)			
28	Total TDS deducted			
29	Balance Tax to be deducted during 2023-24			
30	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 31st January, 2024.

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 17.

(Signature of Employee)

Signature of Head of Department	
Date:	

Name: Designation:

MONTH WISE SELF-DECLARATION FORM INCOME TAX DECLARATION AT SOURCE A.Y. 2024-25

(To be filled in by the employee)

For the financial year 2023-24

	Income								Deductions						
Month	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.	Gross Total	P.F./ N.P.S. (Emplo yee Cont.)	N.P.S. (Employer Cont.)	GSLI/ GI.	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

(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	
SI 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) G.I. (c) $H(C)$		
	(d) LIC (Salary)		
	(e)		
	(f)		
	(g) H.B. Loan repayment (Principal Part) (ii) Section 80CCC		
	(ii) Section 80CCC (iii) Section 80CCD		
	(III) Section 8000D (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter		
	VI-A.		
	(i) section		
	(ii) section		
	(ii) section		
	(iv) section		
	(v) section		
	Verification		
I,	,son/daughter of do hereby certi	fy that the information	on given above is complete
and cor	-		-
Place			
			e of the employee)
Design	ation	Full Name:	