

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. : _____

Whether opting for taxation under section **115BAC (As per new taxation rule)?**

Yes No

Note: If 115BAC selected as "Yes" then rebate of HRA, CEA, HBL Interest, u/s 80C, 80CCC, 80CCD(1), 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 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) Royalty/Honorarium 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 (upto Rs. 100 p.m. per child). : Rs. _____ [if claimed, pls fill col. 8]
 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. **Rs. 50,000/-(Fixed)**
 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. _____
 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 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) : 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) : 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. _____
(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.

D	D	M	M	Y	Y	Y	Y
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- 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.) : Rs. _____
28 Total TDS deducted : Rs. _____
29 Balance Tax to be deducted during 2023-24 : Rs. _____
30 Proposed monthly instalment of income tax to be deducted from month of _____. : Rs. _____

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

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. (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)

(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. (d) LIC (Salary) (e) (f) (g) H.B. Loan repayment (Principal Part) (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: