

Office of the Registrar

(Recovery Section)

No. IIT (BHU)/Recovery/IT Circular/2016-17/JJJ 8J

The Deans,

The Heads/Coordinators of the Departments/Schools/Offices/Units,

The Coordinators of the Schools,

The Admin. Wardens/Wardens of the Hostels,

All the Drawing and Disbursing Officers,

Indian Institute of Technology (BHU)

कुलसचिव कार्यालय

(कटौती)

Dated: 28.10.2016

IMPORTANT

Dear Sir/ Madam,

In continuation to this office circular No. IIT(BHU)/Recovery/IT Circular/2016-17/1263 dated 27/04/2016 regarding the deduction of income tax at source (TDS), I am directed to enclose the updated Income Tax rules for deductions and rebates as applicable for the financial year 2016-17 (Annexure-I).

All the faculty and non faculty members of the Institute are hereby requested to fill up fresh self declaration form and form No. 12BB prescribed by Income Tax Department online which is available on the home page of the Institute's website www.iitbhu.ac.in. Login id is employee number and password is PAN of employee. Employee has to fill up the online form properly and submit the print out of the same alongwith supporting documents to the Recovery Section, IIT (BHU), at the earliest but not later than 15th November, 2016 after getting it forwarded by the concerned Head of Department/Centre/Unit. Hard copy of the said form is also enclosed as Annexure-II and Annexure-III. The salary and allowances for the period from November 2016 to February 2017 are to be estimated in anticipation.

Further, the Rule 26C of Income Tax Rule (amended vide Notification No. 30/2016 dt 29 April, 2016) provides the following regarding furnishing the evidences of claims by employee for deduction of tax under section 192-

"26C. (1) The assessee shall furnish to the person responsible for making payment under sub-section (1) of section 192, the evidence or the particulars of the claims referred to in sub-rule (2), in Form No.12BB for the purpose of estimating his income or computing the tax deduction at source.

(2) The assessee shall furnish the evidence or the particulars specified in column (3), of the Table below, of the claim specified in the corresponding entry in column (2) of the said Table:—

Sr.	Nature of claims	Evidence or particulars
(1)	(2)	(3)
1.	House Rent Allowance.	Name, address and permanent account number of the landlord/landlords where the aggregate rent paid during the previous year exceeds rupees one lakh.
2.	Leave travel concession or assistance.	Evidence of expenditure.
3.	Deduction of interest under the head "Income from house property".	Name, address and permanent account number of the lender.
4.	Deduction under Chapter VI-A.	Evidence of investment or expenditure.

The self-attested relevant evidences or particulars required under Rule 26C of the Income Tax Rule must be submitted along with the requisite form for claiming deductions from the income latest by 31st January 2017 failing which the remaining Income Tax will be deducted from the salary of February, 2017.

Further, the examination remuneration as well as other allowances (such as allowances to Deans, Dy. Chief Proctor/ Proctor, Chairman, CoW/ Wardens, etc.), Testing Consultancy charges, leave encashment during LTC, tuition fee reimbursement, etc. should be included in the computation of Gross Income and the Income Tax should be assessed accordingly.

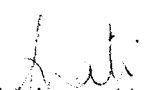
IMPORTANT POINTS RELATED TO THE SUBMISSION OF FORMS-

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 15th November, 2016.**
2. All the documents related to claims for deductions must be submitted before **31st January 2017** to enable the office to deduct the balance income tax from the salary for the month of February, 2017 accordingly.
3. In previous financial years some employees had deposited income tax directly to the Income Tax Department, due to which the Income Tax Department has issued several notices to the Institute. Therefore, Income Tax on payments made by Institute **SHALL BE** deducted and deposited by Institute only.
4. In case the Income Tax of an employee exceeds his/her salary in the month of February 2017, the employee has to deposit the balance amount through challan in the **Institute's Account (major head: Special Fund, minor head: Income Tax) latest by 10th February 2017** and **intimate to the Recovery Section** of the Institute for remitting the amount to Income Tax Department.

All the faculty and non-faculty members of the Institute are further requested to check their PAN mentioned in their salary slips. If the number is incorrectly mentioned in the salary slip, they are requested to inform the correct PAN to the Salary Section of the Institute immediately, failing which, they themselves shall be responsible for any liability/penalty raised/imposed by the Income Tax Department.

The matter may please be accorded top priority.

Yours faithfully,


Dy. Registrar (Accounts)

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

**SALIENT FEATURES OF INCOME TAX RULES FOR THE FINANCIAL YEAR ENDING ON
31ST MARCH, 2017**

DEDUCTION OF INTEREST ON HBL U/S 24

Interest on borrowed capital taken for construction/repair/renewal or purchase of house which is self occupied shall be allowed as under

Purpose of borrowing	Date of borrowing	Maximum Deduction
Repair or renewal or reconstruction	Any time	Rs. 30,000/-
Acquisition or construction of house	Before 01.04.1999	Rs. 30,000/-
Acquisition or construction of house	On or after 01.04.1999	Rs. 1,50,000/-
Do	On or after 01.04.2014	Rs. 2,00,000/-

Where interest on borrowed capital prior to previous year in which property have been constructed/ acquired after deduction the any sum allowed in earlier years as deduction, shall be allowed in four equal instalments.

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 his life, 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 assesses 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 are 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 1st day of April, 2012 as is not in excess of 10% (ten percent) of actual capital sum assured.

Aggregate amount of deduction under section 80C, 80CCC & 80CCD cannot exceed Rs. 1,50,000/-.

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 80CCG

Deduction in respect of investment made under an equity savings scheme.

80CCG (1) *Where an assessee, being a resident individual, has in a previous year, acquired listed equity, shares or listed equity oriented fund in accordance with a scheme, Rajiv Gandhi Equity Saving Scheme has*

been notified the Central Government in this behalf, he shall, subject to the provisions of sub-section (3), be allowed a deduction, in the computation of his total income of the assessment year relevant to such previous year, of fifty percent of the amount invested in such equity shares to the extent such deduction does not exceed twenty-five thousand rupees.

(2) The deduction under this section shall be allowed for three consecutive assessment year beginning from the year in which listed equity shares or units of equity oriented fund were acquired.

(3) The deduction under sub-section (1) shall be subject to the following conditions, namely:-

(i) The gross total income of the assessee for the relevant assessment year shall not exceed twelve lakh rupees;

(ii) The assessee is a new retail resident investor as may be specified under the scheme referred in sub-section (1);

(iii) The investment is made in such listed equity shares as may be specified under the scheme referred in sub-section (1);

(iv) The investment is locked-in for a period of three years from the date of acquisition in accordance with the scheme referred in sub-section (1); and

(v) Such other condition as may be prescribed.

(4) If the assessee, in any previous year, fails to comply with any condition specified in sub-section (3), the deduction originally allowed shall be deemed to be the income of the assessee of such previous year and shall be liable to tax for the assessment year relevant to such previous year.

On premium of insurance policies deduction shall be allowed only when following conditions are fulfilled.

(a) For policies issued before 1st April 2012 annual premium should not exceed 20% of sum assured.

(b) For policies issued on or after 1st April 2012 annual premium should not exceed 10% of sum assured.

(c) For policies issued on or after 1st April 2012 if individual with disability or severe disability as per sec 80U or suffering from disease or ailment as specified then premium should not exceed 15% of sum assured.

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 set up by the said Corporation referred to in section 10 (23AAB) for assessment year 2011 - 12 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 1st January 2004) will have to join NPS on compulsory basis. Any other employee may join NPS.

- 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 10% 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. 2016-17. 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		Super Senior Citizen
	Family	Parents	
<u>Nature of Payment</u>			
a. Medi-claim Insurance premium	Ded. Available	Ded. Available	—
b. Contribution made to CGHS or any notified scheme.	Ded. Available	—	—
c. Payment for preventive health checkup	Ded. Available	Ded. Available	—
d. Payment on account of Medical Expenditure (if any payment for insurance on health is not paid)	—	—	Ded. Available
<u>Maximum Amount of Deduction</u>			
General Deduction	Rs. 25000/-	Rs. 25000/-	Rs. 30000/-
-Additional Deduction*	Rs. 5000/-	Rs. 5000/-	Not Applicable

*Additional deduction of Rs. 5000/- is available when payment is made on account of Medi-Claim Insurance premium and the policy is taken on the life of a senior citizen.

The aggregate deduction available to any individual in respect of health insurance premium and the medical expenditure incurred would however, be limited to Rs. 30,000/-.

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

A maximum limit of Rs. 50,000/- has been provided for amount of expenditure incurred in respect of maintenance (including Nursing, Training & Repartition of handicapped dependent) of handicapped dependents (being a person with disability) in the scheme framed in this behalf by LIC or any other insurer. A higher deduction of Rs. 1,00,000/- 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.

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, Thalassaemia, AIDS, etc. Maximum deduction of Rs. 40,000/- if to whom treatment is given is senior citizen maximum deduction of Rs. 60,000/- is allowed. The assessee shall have to submit a certificate in the prescribed form 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 if 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 2016-17 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 1st day of April 2013 & ending on 31st March 2014 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. 40,00,000.
 - 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 1st day of April 2016.

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 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. 50,000/- is allowed to the person who is totally blind or who suffers from permanent physical disability. A high deduction of Rs. 1,00,000/- 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.

EXEMPTION U/S 10(14)

Transport Allowance granted to any employee to meet his expenditure for the purpose of commuting between the place of his residence & place of his duty shall be exempted from tax maximum upto Rs. 1600/- p.m. under Income Tax Act, 1961. Under this section Rs. 3,200/- p.m. or amount actually received whichever is less is allowed for blind or orthopedically handicapped with disability of lower extremities.

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

Exemption in respect of house rent allowance is regulated by rule 2A. The least of the following is exempt 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 named 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. 5000/- shall be allowed as per following rules.

An assessee, being an individual resident in India, whose total income does not exceed five lakh rupees, 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 two thousand 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 7th day of the following month. If Tax deducted is deposited belated 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

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

Upto Rs. 2,50,000/-	:	Nil
From Rs. 2,50,001/- to 5,00,000/-	:	10% of the amount by which the total Income exceed Rs. 2,50,000/-
From Rs. 5,00,000- to 10,00,000/-	:	Rs. 25,000/- plus 20% of the amount by which the total income exceeds Rs. 5,00,000/-
Above Rs. 10,00,000/-	:	Rs. 1,25,000/- plus 30% of the income by which the total income exceeds Rs. 10,00,000/-

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

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

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

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

Education Cess @2% on and Secondary & Higher Education Cess @1% of above tax amount to be charged in addition to above tax amount.

Surcharge @10% shall be imposed if Total income exceeds Rs. 1.00 Crore.

SELF DECLARATION FORM
for Income Tax Deduction at Source for Financial Year 2016-17
(To be filled in by the employee)

1. PAN (Permanent Account Number) : _____
2. Name & Empl. No. : _____
3. Designation : _____
4. Department : _____
5. Residential Address with Mob. No. : _____

6. Present Basic Pay : Rs. _____
7. Anticipated Annual Gross Salary and allowances & arrear of pay etc. : Rs. _____
8. (a) Less Transp. All. (Upto Rs. 1600 p.m.)
 (b) Less CEA (upto Rs. 100 p.m. per child) etc. : Rs. _____ [if claimed, pls fill col. 11(c)]
9. Less H.R.A. (The excess of rent paid over 10% of salary on production of house rent receipt) : Rs. _____
10. Income chargeable under the Salary (7-8-9) : Rs. _____
11. Add other income allowances
 - (a) Examination remuneration
 - (b) Royalty Honorarium and testing Charges etc.: Rs. _____
 - (c) Children Education Allowance : Rs. _____
 - (d) Summer Classes/Tabulation : Rs. _____
 - (e) N.S.C./ Mutual fund interest : Rs. _____
 - (f) Other income : Rs. _____
12. Total Income (10+11) : Rs. _____
13. Deduction U/s 24(b) for HBL Interest : Rs. _____
14. Gross Total Income (12 - 13) : Rs. _____
15. Deduction under chapter VIA
 - (a) Section 80C
 - i. P.P.F. : Rs. _____
 - ii. G.P.F./C.P.F. : Rs. _____
 - iii. G.I.S. + LIC (Salary) : Rs. _____
 - iv. N.S.C. + N.S.C. Interest : Rs. _____
 - v. H. B. Loan repayment (Principal Part) : Rs. _____
 - vi. LIC (other than Salary) : Rs. _____
 - vii. Infrastructure Bond : Rs. _____
 - viii. U.T.I./Other : Rs. _____
 - ix. Tuition Fees : Rs. _____
 - x. Term Deposit in Scheduled bank (of 5 Years or more.) : Rs. _____
 - xi. Others : Rs. _____
 - Total of 15 (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) (15a+15b+15c)** : Rs. _____
(Cannot exceed Rs.150000/- under clause 14.)
 - (e) Section of 80 CCD (1B)
 (Max upto Rs. 50,000 alongwith receipt) : Rs. _____
 - (f) Section of 80 CCD (2) (NPS Employer contribution) : Rs. _____
 - (g) Section 80 D : Rs. _____
 - (h) Section 80G (PMRF etc.) : Rs. _____
 - (i) Any other deduction (Specify Section) : Rs. _____

**Total Deductions under Chapter VI of IT Act
(15d+15e+15f+15g+15h+15i)**

: Rs. _____

16. Net Taxable Income (14-15)

: Rs. _____

17. 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.

Upto Rs. 2,50,000/-	:	Nil
From Rs. 2,50,001/- to 5,00,000/-	:	10%
From Rs. 5,00,000/- to 10,00,000/-	:	Rs. 25,000 + 20%
Above Rs. 10,00,000/-	:	Rs. 1,25,000 + 30%

(b) For Senior Citizen

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

18. Tax on total income	:	Rs. _____
19. Less Rebate u/s 87 A	:	Rs. _____
20. Net tax on total income	:	Rs. _____
21. Add: Cess 3% on income tax amount (2% Education cess + 1% Higher education cess)	:	Rs. _____
22. Total Tax payable	:	Rs. _____
23. Less: Total TDS deducted upto ____, 2016/17 salary	:	Rs. _____
24. Balance Tax to be deducted during 2016-17.	:	Rs. _____
25. Proposed monthly instalment of income tax to be deducted from month of ____	:	Rs. _____

Note:

- (I) Photostat copies of such investments against which is exemption is claimed must be enclosed otherwise no 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, 2017.

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 Photostat copies of the relevant documents in support of saving on which deduction has been claimed under item 14.

(Signature of Employee)

Signature of Head of Department

Name:

Date:

Designation:

MONTH WISE SELF-DECLARATION FORM INCOME TAX DECLARATION AT SOURCE A.Y. 2017-18

(To be filled in by the employee)

For the financial year 2016-17

Month	Income								Gross Total	Deductions					
	Band Pay	G.P.	D.A.	HRA	Transp Allow.	Wash. Allow	Others	Arrear/ Leave Encashment on LTC/ BONUS/ Extra Classes/ Other Income etc.		P.F./ N.P.S.	G.I.S.	SSS/ LIC	HBL	Total Deduction	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

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) (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: