

Government of India
Ministry of Finance
Department of Expenditure
A & B Branch


New Delhi, the 28th September, 2017.

CIRCULAR

Subject : Calculation of Income-Tax for the financial year 2017-18.

At present Income-Tax is being deducted from the Salary bills of Officers and Staff of this Department on provisional basis. All the officers (gazetted and non-gazetted) of this Department whose annual income from all sources exceeds Rs.2,50,000/- during the year 2017-18 are requested to furnish the requisite information in the enclosed proforma to A & B Branch for the purpose of Income-Tax calculation for the year 2017-18 **latest by 20th October, 2017**. No forms will ordinarily be accepted after stipulated date. All the staff members of the Department are requested to co-operate by planning for their tax liability well in advance, so that the errors in calculation can be avoided.

3. The income tax will be calculated on the basis of information furnished by the individual. **In case, no information is submitted by the stipulated date, the calculation will be made on the basis of information available with the A & B Branch and income tax will be deducted on average monthly basis for the remaining five months (including October, 2017) of the year.**


28/09/2017
(Usha Rani)
S. O. & D.D.O.

To

1. All the officers/Sections in the Department of Expenditure.

TAX DECLARATION FORM

(TO BE FILLED BY THOSE WHOSE ANNUAL INCOME FROM ALL SOURCES EXCEEDS RS.250000/-)

1. (a) Name
(b) Designation
(c) PAN No.
(d) Phone No.
(e) Income under any head other than salary
 - (i) Income from House Property
 - (ii) Income from other sources(specify)
- (f) Tax deducted at source on any such income
(copy of TDS certificate to be attached)
2. (For officials who are claiming deduction of HRA)
 - (a) Rent paid (per month) :
(copy of rent receipt must be attached)
 - (b) Residential Address :
3. Investment qualifying for rebate U/S 80CCE (80C + 80CCC + 80CCD) U/S 80 C :
 - (a) LIC/PLI
 - (i) Amount paid direct :
 - (ii) Amount paid through pay bills :
 - (b) National Savings certificates :
 - (c) Public Provident Fund :
 - (d) HBA recovery (applicable only if the construction :
will be completed before 31.3.2018.)

- (e) Interest on NSC (purchased during previous years) :
- (f) Tuition fee (available for two children) :
- (g) ULIP :
- (h) Approved Mutual Funds :
- (i) Jeevan Suraksha (80CCC) :
- (j) Contribution under N.P.S.(80CCD) :
- (k) Any other investment (pls. specify) :
4. Deduction under Chapter VIA
- (i) Mediclaim (80D) :
- (ii) Donations (80G) :
- (iii) Others (Please specify)
5. Certified that the above information is correct. Investment intended to be made before March, 2018 may also be included, but documentary evidence should be submitted to A & B Branch as and when investment is made and in any case by 09/02/2018.

Signature :
Name :
Designation :
Tel. No. :

Form No.12 C

Form for sending particulars of income u/s 192 (28) for the year ending 31st March, 2018

1. Name & Address of the Employee _____

2. Permanent Account No. _____

3. Residential Status _____

4. Particular of income under any head of income other than 'Salaries' (not being a loss under any Such head other than the loss under the head 'income from House Property') received in the Financial year.

(i) Income from House Property _____
(in case of loss enclose computation thereof)

(ii) Profits and gains of business of profession _____

(iii) Capital Gains _____

(iv) Income from other sources _____

(a) Dividends _____

(b) Interest _____

(c) Other income (specify) _____

5. Aggregate of such items (i) to (iv) of item 4 _____

6. Tax deducted at source _____
(enclose certificates issued u/s 203)

Place _____

Date _____

Signature of the employee

Verification

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified today, the _____ day of _____

Place _____

Date _____

Signature of the employee

ANNEXURE-VII

**FORM NO. 10BA
(See rule 11B)
DECLARATION TO BE FILED BY THE ASSESSEE
CLAIMING DEDUCTION U/S 80 GG**

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**I/We.....
(Name of the assessee with permanent account number)**

do hereby certify that during the previous Year.....I/We had occupied the premise.....(full address of the premise) for the purpose of my/our own residence for a period ofmonths and have paid Rs.....in cash/through crossed cheque, bank draft towards payment of rent to Shri/Ms/M/s..... (name and complete address of the landlord).

It is further certified that no other residential accommodation is owned by (a) me/my spouse/my minor child /our family (in case the assessee is HUF), at..... Where I/we ordinarily reside/perform duties of officer or employment or carry on business or profession, or (a) me/us at any other place, being accommodation in my occupation, the value of which is to be determined u/s 23(2)(a)(i) of u/s 23(2)(b).

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