

Last Date of submission : 07.11.2016

GOVERNMENT OF PUDUCHERRY  
BHARATHIDASAN GOVT. COLLEGE FOR WOMEN

No. BGCW/S1/Income Tax/2016/

dt., 22.10.2016

CIRCULAR

**Sub:** BGCW- Pay- Income Tax – Deduction of Tax at Source for  
the financial year 2016-17 (Assessment Year 2017-18) -  
Particulars Called for

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All the employees of this Institution are hereby requested to furnish their Income Tax particulars in the statement of calculation of Income Tax appended herewith to reach this office **on or before 07.11.2016** as it is mandatory on the part of the DDO to prefer bill to DAT from the month November 2016 duly furnishing necessary certificate, stating that the incumbents have furnished their Income Tax particulars.

2. Those who opt for exemption are requested to furnish the following copies of evidence alongwith details, otherwise lack of documentary evidence, will not be taken into consideration for further process. **Further it is informed that if desired, the faculty members / Staff can download the Income Tax Statement from the College website: <http://bgcw.puducherry.gov.in>**

- Original Stamped Rent Receipt should be furnished for HRA exemption in Income Tax.
- Interest paid on House Building Advance (or) Repayment of Principal Amount
- Life Insurance Premium / Medical Insurance Premium.
- Fixed Deposits
- Donations to Charitable Trust

3. All the columns of the Statement should be filled up without any omission alongwith **PAN**. All the employees should submit the Income Tax calculation form on or before 07.11.2016, failing which the Income Tax will be calculated after arriving at a rate with the particulars available in the office and deducted from their salary payable in the month of December 2016 onwards. In case after deduction if any staff feel that the recovery of Income Tax has been made at the higher side, refund can be preferred by the individuals from the Income Tax Department. It is also informed that those who need to file Income Tax returns and failed to do so are liable for penalty as per Income Tax regulations.

  
(Dr.SASI KANTA DASH)  
PRINCIPAL

To  
The Staff Members Concerned  
Bharathidasan Govt College for Women  
Puducherry.

**LAST DATE FOR SUBMISSION : 07.11.2016**

BHARATHIDASAN GOVT. COLLEGE FOR WOMEN (AUTONOMOUS) PUDUCHERRY-3			
STATEMENT OF CALCULATION OF INCOME TAX FOR PERIOD FROM 01-04-2016 TO 31-03-2017 ASSESSMENT YEAR 2017-18			
<b>NAME &amp; DESIGNATION</b>		:	
<b>If Senior Citizen, please mention</b>		:	<b>YES / NO</b>
<b>RESIDENTIAL ADDRESS RENTED OR OWNED</b>		:	
<b>PERMANENT ACCOUNT NO.</b>		:	
1	(a)	Total gross Salary Income for the year 2016-17 (Month-wise details should be furnished from March 2016 paid in April 2016 to February 2017 including anticipated arrears of pay and allowances, D.A. etc)	Rs.
	(b)	ADD: Any perquisites received from the Government/Others	Rs.
	(c)	Children's Tuition fee reimbursement received	Rs.
	(d)	Medical Reimbursement made during the year exceeding Rs.15000/-	Rs.
	(e)	10 days EL Encashment	Rs.
		Total Salary (a+b)	Rs.
2	<b>LESS:</b>		
	(a)	If HRA to the extent exempt U/s. 10, Employee should produce copies of rent receipts (Please enclose working sheet as required along with <b>rent receipt</b> )	
	(i)	Actual amount of HRA Received (or)	Rs.
	(ii)	Rent paid in excess of 10% salary (or)	Rs.
	(iii)	40% of salary	Rs.
		Whichever is less	Rs.
	(b)	Transport Allowance (Exempted upto Rs.1600/- per month) Max. Upto Rs.19200/- per annum.	Rs.
	(c)	Professional tax paid (Max. Rs.250/- in a year)	Rs.
3	<b>Income chargeable under the head of SALARIES (1-2)</b>		Rs.
4	<b>Any other income reported by the employee</b>		
	(a)	Income (Business/Agricultural)	Rs.
	(b)	Interest on NSC, etc received	Rs.
	(c)	Income from House Property	Rs.
	(d)	Interest earned on deposits in a savings account above Rs.10,000/- (Sec. 80-TTA)	Rs.
		Total (a+b+c+d)	Rs.
5	<b>Total Income (3+4)</b>		Rs.
6	<b>LESS: Interest Paid on HBA/Housing Loan (Self Occupied House only) (Max. Rs.2 Lakhs)</b>		Rs.
7	<b>Gross Total Income (5-6)</b>		Rs.

8	<b>LESS: Chapter VI-A deduction</b>			
	(a)	<b>Savings U/s 80C</b>		
		(i) G.P.F. Subscription	Rs.	
		(ii) UTGEGIS	Rs.	
		(iii) Group Savings Links Insurance Scheme (GSLIS-LIC)	Rs.	
		(iv) Group Personal Accident Insurance Cover Scheme (NIC)	Rs.	
		(v) Tuition Fees paid (for 2 Children only)	Rs.	
		(vi) Life Insurance Premium (L.I.C)	Rs.	
		(vii) Subscription to Mutual Fund	Rs.	
		(viii) Housing Loan repayment to authorised Institution (Principal)	Rs.	
		(ix) - New Pension Fund of LIC U/s 80-CCC upto 1 lakh	Rs.	
		(x) Contribution to New Pension Scheme introduction from 01-01-2004 subject to Max. of 10% of Salary U/s. 80-CCD	Rs.	
		(xi) Investment in NSS/PPF/NSC	Rs.	
		(xii) Fixed Deposit (for a min. period of 5 year in SBI or PSB or Sch. Bank 80-C, 80-CCC, 80-CCD)	Rs.	
		Total (i - xii) Max. Amount eligible for Savings Rs.1.5 Lakhs (Sec. 80-CCE). Evidence should be produced for deduction from Sl. No. (v) to (xii) except Sl. No. (x)	Rs.	
	(b)	<b>Additional Deduction of Rs.50,000/- for contribution to NPS under Sec. 80 CCD (3)</b>	Rs.	
	(c)	Any Premium paid for Medical Insurance for assessee or any member of the family Max. 25000/- U/s. 80-D. Additional deduction of Rs.25000/- is allowed for parents. (Rs.30000/- if they are Senior Citizens)	Rs.	
	(d)	Interest paid on Loan taken for Education for self, spouse and Children (Interest only allowable U/s. 80-E (Evidence should be produced for deduction)	Rs.	
	(e)	Donation to Charitable Trust U/s. 80-G (Evidence should be produced for deduction) In case of any donation to approved institution/charitable trust the employee has to claim refund from ITO.	Rs.	
*	(f)	Physically Handicapped (Self) upto Rs.75,000/- & Rs.1,25,000/- if he is a person with severe disability (80-DD) (Evidence should be produced for deduction)	Rs.	
	(g)	Interest payable on Loan taken from any financial institution for the purpose of acquisition of a residential house property upto . Deduction allowed to a max. of Rs.50,000. U/s. 80-EE First Home buyer only, subject to conditions :- The loan should have been sanctioned between 01.4.16 and 31.03.17. Loan amount sanctioned does not exceed Rs.35 lakhs. Value of the property does not exceed 50 lakh. Assessee does not own any house on date of sanction	Rs.	
	<b>Total Deductions 8 (a+b+c+d+e+f+g)</b>		Rs.	

9	<b>TOTAL TAXABLE INCOME (7-8)</b> (Rounded off to the nearest of Ten Rupees)	Rs.																		
10	<b>INCOME TAX THEREON</b>	Rs.																		
	<b>For Individuals</b>	<b>For Senior Citizen</b>																		
	Upto Rs.2,50,000/- is NIL	Upto Rs.3,00,000/- is NIL																		
	From 2,50,000/- to 5,00,000/- : 10% of income exceeding 2.5 lakh	From 3,00,000/- to 5,00,000/- : 10% of income exceeding 3 lakh																		
	From 5,00,000/- to 10,00,000/- : Rs.25,000/- + 20% of income exceeding 5 lakh	From 5,00,000/- to 10,00,000/- : Rs.20,000/- + 20% of income exceeding 5 lakh																		
	Above Rs. 10,00,000/- : Rs.1,25,000/- + 30% of income exceeding 10 lakh	Above Rs. 10,00,000/- : Rs.1,20,000/- + 30% of income exceeding 10 lakh																		
	(a) Deduct a tax rebate upto Rs.5000/- for individuals having total taxable income upto Rs.5,00,000/- U/s. 87-A	Rs.																		
11	Tax after 87-A rebate (10-10(a))	Rs.																		
12	<b>ADD:</b> Education Cess 3% to be charged before claiming relief	Rs.																		
13	<b>LESS:</b> Relief U/s. 89 (1)	Rs.																		
14	<b>TAX PAYABLE (11+12-13)</b>	Rs.																		
15	<b>INCOME TAX SO FAR DEDUCTED</b>	Rs.																		
	<table border="1"> <tr> <td>MARCH 2016</td> <td>Rs.</td> <td>JULY 2016</td> <td>Rs.</td> </tr> <tr> <td>APRIL 2016</td> <td>Rs.</td> <td>AUGUST 2016</td> <td>Rs.</td> </tr> <tr> <td>MAY 2016</td> <td>Rs.</td> <td>SEPTEMBER 2016</td> <td>Rs.</td> </tr> <tr> <td>JUNE 2016</td> <td>Rs.</td> <td>OCTOBER 2016</td> <td>Rs.</td> </tr> </table>				MARCH 2016	Rs.	JULY 2016	Rs.	APRIL 2016	Rs.	AUGUST 2016	Rs.	MAY 2016	Rs.	SEPTEMBER 2016	Rs.	JUNE 2016	Rs.	OCTOBER 2016	Rs.
MARCH 2016	Rs.	JULY 2016	Rs.																	
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MAY 2016	Rs.	SEPTEMBER 2016	Rs.																	
JUNE 2016	Rs.	OCTOBER 2016	Rs.																	
16	<b>BALANCE TO BE DEDUCTED</b>	Rs.																		
17	I hereby authorize the Drawing and disbursing Officer to deduct the balance amount of tax from my monthly salary as detailed below:																			
	NOVEMBER 2016	Rs.																		
	DECEMBER 2016	Rs.																		
	JANUARY 2017	Rs.																		
	FEBRUARY 2017	Rs.																		

**CERTIFICATE**

Certified that the particulars furnished above by me are correct to the best of my knowledge and belief

Place:

Date :

Encl: 1

Signature of Assessee

Name :

Designation :

PARTICULARS OF PAY AND ALLOWANCES DRAWN AND DEDUCTIONS MADE DURING THE FINANCIAL YEAR 2016-17

NAME & Designation

MONTH	PARTICULARS OF PAY AND ALLOWANCES DRAWN										PARTICULARS OF DEDUCTIONS MADE				
	PAY	SPL.PAY	AGP/GP	DA	HRA	TA	TOTAL	GPF/NPS Subs	UTGEGIS	HBA	LIC	Others	I.T.PAID		
Mar-16															
Apr-16															
May-16															
Jun-16															
Jul-16															
Aug-16															
Sep-16															
Oct-16															
Nov-16															
Dec-16															
Jan-17															
Feb-17															
Tuition Fees /CEA															
DA Arrears - I															
DA Arrears - II															
Pay Arrears															
Honorarium															
Others															
Total															

SIGNATURE OF THE ASSESSEE