

General Instructions:

- 1 Assessee is to write the D.O.B for accurate tax computation. (DD/MM/YYYY)
- 2 All the amounts are in Indian Rupees.
- 3 Any modification to prescribed format will not be entertained.
- 4 Chapter VI deductions to be filled separately in page 03
- 5 HRA Exemption details to be filled in page 04
- 6 Submission of Provisional Interest Certificate is mandatory for exemption u/s 24(b)
- 7 For claiming "Interest" u/s 80EE/80EEA, any one is exempted
- 8 For newly joined employee, kindly fill Form 12B in page 05
- 9 For more information, kindly visit the **Income Tax Department's** website <https://www.incometaxindia.gov.in/pages/tps/tax-tools.aspx>
- 10 For any query, call to our Tel No. 2341-6429/Extension No. 1402
- 11 Always download the latest file from our website
- 12 No tax payment challan by assessee is entertained by the DDO
- 13 u/s 80G will not be allowable by DDO, it may be allowed by ITO for case to case

Feedback form

We would love to know your experience with the form so we can improve more better

Questions

1	Time consuming	Yes		No	
2	Better than previous year	Yes		No	
3	User Friendly	Yes		No	
4	Need improvement	Yes		No	

Grade

1	Quality	Poor		Good		Best	
2	Design	Poor		Good		Best	
3	Tax Computation	Poor		Good		Best	
4	Security	Poor		Good		Best	

Comment:

Name :

Designation :

Department :

From,

Name

:

Designation

:

Department

:

Mobile No.

:

E-mail ID

:

To,

Finance Officer

Aliah University

A/27, Action Area II,

New Town, Rajarhat

Kolkata-700160

Subject: IT Declaration

Sir,

Please find enclosed herewith my proposed Income Tax Calculation Form for FY 2021-22.

1. I certify that particulars furnished are true and correct to the best of my knowledge and belief.
 2. I also authorize the University to recover tax (TDS) from my salary based on the declaration/documents submitted by me.
 3. I also certify that these investments/savings have been made/proposed from my own total income.
 4. Proof of the proposed investments/savings declared will be submitted latest by **15.04.2022**
 5. I will be personally responsible to CBDT, Income Tax Department, Govt. of India, for all information pertaining to income tax assessment.
 6. I will be solely responsible if not paid the proposed investment, and will deposit the tax payable and its penalty directly to the Income Tax Department and furnish the challan copy to collect the Form 16.
- 7. I opt for Old Tax Regime**

Thanking you,

Yours faithfully,

Signature with date

Old Tax Regime

Name:		D.O.B		Individual / Sr.Citizen
PAN No.:		Aadhaar No.:		

Sl. No.	Particulars			Amount
1	Gross Salary			
2	Less: HRA Exempt under section 10			
3	Honarium (AUAT/Dean/Hostel, etc)			
4	Current Employer Gross Salary			
5	Previous Employer Gross Salary			
6	Less: HRA Exempt under section 10 (13A)			
7	Total Salary			
8	Less: Deduction u/s 16:			
9	Tax on Employment(16iii)	Current Employer		
		Previous Employer		
10	Standard Deduction (16ia)			
11	Income Chargeable Under the Head "Salaries"			
12	Interest on borrowed capital [u/s 24(b)]			
13	Income from other sources	i. Savings bank a.c. interest		
		ii. Any other Income		
14	Total Income (11-12+13)			
15	Total Deductions under Chapter VIA			
16	Gross Total Income (14-15)			
17	Taxable Income (Roundup u/s 288A in multiple of Rs.10/-)			
18	Tax Payable on Taxable Income			
19	Less: Rebate u/s 87A			
20	Tax Payable after Rebate			
21	Add: 4% Health & Education CESS			
22	Gross Tax Payable			
23	Less: Relief u/s 89 (please ensure to submit Form 10E to claim this relief)			
24	Net Tax Payable			
25	Tax Deducted from the salary			
26	Tax Payable/Refund			

F.Y. 2021-22

A.Y. 2022-23

Name:

Month	B.P/ CONSOLIDATE	DA	HRA	M.A	BONUS	ANY OTHER ALLOWANCE	GROSS SALARY	PROFESSION TAX	AUPF/GPF	SF/IF	INCOME TAX	NET SALARY
Mar 2021												
Apr 2021												
May 2021												
Jun 2021												
Jul 2021												
Aug 2021												
Sept 2021												
Oct 2021												
Nov 2021												
Dec 2021												
Jan 2022												
Feb 2022												
Total												

Are you a Contractual employee	Yes / No
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Note:

1. Do not enter the value for AUPF Recovery and Soft Loan recovery.

Gross Arrear Salary	
Less: AUPF	
Less: TDS	
Net Salary	

Chapter VI of Income Tax Act, 1961

u/s	Particulars			Deductible Amount in INR
80 C	AUPF / GPF / PF transferred to Ex-Employer Contribution			
	EPF/GPF deducted from Ex-employer			
	Life Insurance Premium			
	SF/IF			
	PPF			
	Sukanya Samridhi Contribution			
	Child's School/College Tuition Fee (Max. 02 child)			
	Payment of House Building Loan (Principle Only)			
	Deductible (Max. Rs.1,50,000)			
80D	Head	Assessee, Spouse, & Independent Children	Assessee's Parents	
	Payment for Medical Insurance Premium for Individual (mode other than cash) (Maximum Rs.25000/- in each case)			
	Payment of medical insurance premium for resident Sr. Citizen - (mode other than cash) (Maximum Rs.50000/- in each case)			
	Deductible			
80DD 80U	For maintenance of handicapped dependent/for own disability Rs.75000/- for disability over 40% & Rs.125000/- for severe disability over 80%			
80E	Interest on Educational Loan	(Max Rs.40,000)		
80CCD (1B)	NPS/Atal Pension Yojana	(Max Rs.50,000)		
80EE	Interest in HBL	(Max Rs.50,000)		
80EEA	Interest in HBL	(Max Rs.1,50,000)		
80TTA	Interest on Savings Bank A/c (for Individual - Maximum Rs.10,000/-)			
80TTB	Interest on Savings Bank A/c (for Sr. Citizen - Maximum Rs.50,000/-)			
80G	Donation/Charity to registered donatee (Refer to IT website for any clarification)			
Total Deductions of Chapter VI				

HRA Exemption u/s 10(13A)

For existing employee	
Particulars	Amount
Rent Paid	
1. Rent Paid - 10% of Salary	
2. (i) 50% of (BP+GP+DA) for those living in metro cities	
(ii) 40% of (BP+GP+DA) for those living in non-metro cities	
3. Actual HRA Received	
HRA Exempt u/s 10 (13A)	
Do you live in Delhi, Mumbai, Kolkata or Chennai?	

For newly joined employee	
Particulars	Amount
Rent Paid	
1. Rent Paid - 10% of Salary	
2. (i) 50% of (BP+GP+DA) for those living in metro cities	
(ii) 40% of (BP+GP+DA) for those living in non-metro cities	
3. Actual HRA Received	
HRA Exempt u/s 10 (13A)	
Do you live in Delhi, Mumbai, Kolkata or Chennai?	

Whether aggregate rent payment exceeds rupees one lakh?	
If Yes, than fill the data below	
PAN of Landlord 1	
Name of Landlord 1	
PAN of Landlord 2	
Name of Landlord 2	
PAN of Landlord 3	
Name of Landlord 3	
PAN of Landlord 4	
Name of Landlord 4	

Note:

1. PAN of Landlord(s) is/are must if aggregate rent payment exceeds rupees one lakh
2. Notary Rent Agreement is must to avail HRA Exemption
3. HRA can be claimed in respect of accommodation in city of employment.
4. In new tax regime, the HRA exemption is not eligible

Form No. 12B

[See rule 26A]

Form for furnishing details of income tax under section 192(2) for the year ending 31st March, 2021

Details to be furnished by the newly joined employees

Name:

Month	B.P/ CONSOLIDATE	D.A	H.R.A	M.A	Bonus	ANY OTHER ALLOWANCE	GROSS SALARY	PROFESSION TAX	EPF/GPF	SF/IF	INCOME TAX	NET SALARY
Mar 2021												
Apr 2021												
May 2021												
Jun 2021												
Jul 2021												
Aug 2021												
Sept 2021												
Oct 2021												
Nov 2021												
Dec 2021												
Jan 2022												
Feb 2022												
Total												

Enclosure:

- 1. Pay Slips for the details mentioned above

File Version 202122.1

Gross Arrear Salary	
Less: AUPF	
Less: TDS	
Net Salary	

Old Tax Regime		New Tax Regime	
Tax Rates for Individuals as per budget 2019		Tax Rates for all Individuals as per budget 2020	
Income Tax Slab In Rupees	Tax Rate for Individual Below the Age Of 60 Years	Income Tax Slab In Rupees	Tax Rate for Individual Below the Age Of 60 Years
0 to 2,50,000	Nil	0 to 2,50,000	Nil
2,50,000 to 5,00,000	5% of total income exceeding 2,50,000	2,50,000 to 5,00,000	5% (Tax rebate of Rs 12,500 available u/s 87A)
5,00,000 to 10,00,000	12,500 + 20% of total income exceeding 5,00,000	5,00,000 to 7,50,000	12,500 + 10% of total income exceeding 5,00,000
Above 10,00,000	1,12,500 + 30% of total income exceeding 10,00,000	7,50,000 to 10,00,000	37,500 + 15% of the income exceeding 7,50,000
Tax Rates for Senior Citizen between the age of 60 years to 80 years old		10,00,000 to 12,50,000	75,000 + 20% of the income exceeding 10,00,000
Income Tax Slab In Rupees	Senior Citizens (between 60 years – 80 years)	12,50,000 to 15,00,000	1,25,000 + 25% of the income exceeding 12,50,000
Up to 3,00,000	Nil	Above 15,00,000	1,87,500 + 30% of the income exceeding 15,00,000
3,00,001 to 5,00,000	5% of income exceeding 3,00,000		
5,00,001 to 10,00,000	10,000 + 20% of total income exceeding 5,00,000		
Above 10,00,000	1,10,000 + 30% of total income exceeding 10,00,000		
Tax Rates for Super Senior Citizens above the age of 80 years			
Income Tax Slab In Rupees	Very Senior Citizens of and above 80 years of age		
Up to 5,00,000	Nil		
5,00,001 to 10,00,000	20% of income exceeding 5,00,000		
Above 10,00,000	1,00,000 + 30% of total income exceeding 10,00,000		

- * The tax calculated on the basis of such rates will be subject to health and education cess of 4%.
- * Any individual opting to be taxed under the new tax regime from FY 2020-21 onwards will have to give up certain exemptions and deductions.
- * Here is the list of exemptions and deductions that a taxpayer will have to give up while choosing the new tax regime.

- | | |
|---|--|
| 1 Leave Travel Allowance (LTA) | 7 Daily expenses in the course of employment |
| 2 Conveyance | 8 Helper allowance |
| 3 Relocation allowance | 9 Other special allowances [Section 10(14)] |
| 4 Children education allowance | 10 Professional tax |
| 5 Standard deduction | 11 Chapter VI-A deduction (80C,80D, 80E and so on) (Except Section 80CCD(2) and 80JJA) |
| 6 Interest on housing loan (Section 24) | |