

Government of India  
Ministry of Finance  
Department of Revenue  
Cash Section

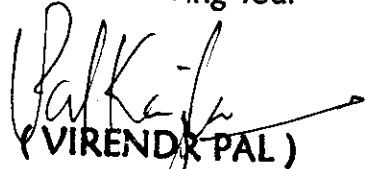
New Delhi, the 2<sup>nd</sup> October, 2012

**CIRCULAR**

**Subject:- Calculation of Income Tax for the year 2012-13-Information thereof.**

All the officers (Gazetted and Non-Gazetted) of this Department, whose annual income exceeds Rs.2,00,000/- are requested to furnish the requisite information to the Cash Section, in the enclosed format for the purpose of calculating Income Tax for the year 2012-13. The information must be furnished latest by 5<sup>th</sup> November, 2012. It may be noted that unlike the previous years, no forms will ordinarily be accepted after the stipulated date. All the staff members of the Department are requested to co-operate by planning for their tax liabilities/savings well in advance, so that the errors in calculation or excess deduction of Income tax can be avoided.

The income Tax will be calculated on the basis of information furnished by the individual. In case, no form is submitted by the stipulated date, the calculations will be made on the basis of information available with the Cash Section. Amount recoverable, if any, will be deducted in the remaining four months of the year.

  
(VIRENDRA PAL)  
SECTION OFFICER (CASH)  
Phone No. 2095383

To

All the Officers/Section in Department of Revenue

Copy to NIC, Department of Revenue, North Block for placing it on the website of the Department.

25/10

**(7) L.I.C. Premium**

	<u>Amount Assured</u>	<u>Premium Amounty</u>
1.		
2.		
3.		
4.		

	<b>Total:</b>	<b>Rs.</b> _____
(8) P.L.I.		<b>Rs.</b> _____
(9) Interest on N.S.C.		<b>Rs.</b> _____
(10) ULIP		<b>Rs.</b> _____
(11) Approved Mutual Funds		<b>Rs.</b> _____
(12) Jeevan Suraksha (80CCC)		<b>Rs.</b> _____
(13) Contribution under N.P.S. (80CCD)		<b>Rs.</b> _____

	<b>Rs.</b> _____
<b>8. Qualifying Amount for Deductions u/s 88CCE</b>	<b>Rs.</b> _____
<b>9. Total Deductions (6 + 8)</b>	<b>Rs.</b> _____
<b>10. Net Taxable Income (5 - 9)</b>	<b>Rs.</b> _____
<b>11. Gross Tax</b>	<b>Rs.</b> _____
<b>12. Relief u/s 89</b>	<b>Rs.</b> _____
<b>13. Net Tax</b>	<b>Rs.</b> _____
<b>14. Surcharge</b>	<b>Rs.</b> _____
<b>15. Education Cess</b>	<b>Rs.</b> _____
<b>16. Total Tax (13 + 14 + 15)</b>	<b>Rs.</b> _____
<b>17. Income Tax already deducted</b>	<b>Rs.</b> _____
<b>18. Balance Income Tax to be deducted</b>	<b>Rs.</b> _____

**Signature** \_\_\_\_\_

**Form-cum-Process Sheet for calculating Tax**  
**Year 2012-13**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Employee Code \_\_\_\_\_

Phone No. \_\_\_\_\_

PAN No. \_\_\_\_\_

1. Total Salary Income Rs. \_\_\_\_\_

2. Allowances Exempt u/s 10

(1) Transport Allowance Rs. \_\_\_\_\_

(2) H.R.A. Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

Rent Paid \_\_\_\_\_

Address \_\_\_\_\_

(To be filled if exemption claimed U/S 80 GG, Form No. 10BA (Annexure-VII)  
may also be filled in.)

3. Gross Income under the head 'Salaries' (1-2) Rs. \_\_\_\_\_

4. Income under any head other than 'Salaries' Rs. \_\_\_\_\_

5. Total Income (3+4) Rs. \_\_\_\_\_

6. Deductions under Chapter VIA

(i) Mediclaim (80D) Rs. \_\_\_\_\_

(ii) Donations (80G) Rs. \_\_\_\_\_

(iii) Others (Please Specify) Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

7. Deductions u/s 80CCE (80C + 80CCC + 80CCD)

u/s 80C :-

(1) G.P.F. Rs. \_\_\_\_\_

(2) CGEGIS Rs. \_\_\_\_\_

(3) H.B.A. Recovery Rs. \_\_\_\_\_

(4) T. F. (Available for Two Children) Rs. \_\_\_\_\_

(5) N.S.C. Rs. \_\_\_\_\_

(6) P.P.F. Rs. \_\_\_\_\_

**Form No.12 C**

**Form for sending particulars of income u/s 192 (28) for the year ending  
31<sup>st</sup> March, 2013**

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**

.....

**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 of .....months 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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