# **KIND ATTENTION:**

FOR DETAILS OF INCOME DURING 2023-2024, PLEASE LOGIN TO PFMS.NIC.IN AND USE YOUR LOGIN DETAILS.

PLEASE ATTACH A PRINT OUT OF DETAILED INCOME SHEET AND SUBMIT THE SAME ALONGWITH INCOME TAX CALCULATION SHEET TO CASH SECTION.

OPTION TO SELECT OLD TAX REGIME OR NEW TAX REGIME IS AVAILABLE THERE.

# **TELECOMMUNICATION ENGINEERING CENTRE**

**KHURSHID LAL BHAWAN, JANPATH, NEW DELHI 110 001**

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**IMPORTANT NOTE : FOR INCOME DETAILS DURING 2023-24, ALL EMPLOYEES MAY PLEASE LOG IN TO PFMS.NIC.IN USING THEIR ID AND PASSWORD. ALSO, REFER PAGE 9 OF THIS PROPOSAL).**

**(PLEASE ATTACH A COPY OF THE SAME WITH THIS PROPOSAL). PROPOSED DEDUCTIONS MAY BE INTIMATED ON PAGE 9.**

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**PROFORMA FOR CALCULATION OF INCOME TAX FOR FINANCIAL YEAR 2023-24**

**(TO BE SUBMITTED TO CASH SECTION BY 20.11.2023)**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS (R) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I OPT FOR OLD TAX REGIME / NEW TAX REGIME.**

**(SIGNATURE)**

**AS PER OLD REGIME**

**B: Any other income other than Salaries**

a) Other Interest Income: \_\_\_\_\_\_\_\_\_\_\_\_\_

b) Any other Income except Income

 from House Property: \_\_\_\_\_\_\_\_\_\_\_\_\_ Deduction of I.Tax : \_\_\_\_\_\_\_\_

 (Give details in separate sheet.) (if any)

 **(Enclose supporting documents)**

 **Total of (B)** :\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Particulars of Savings:

[Show particulars of savings not related to salaries e.g. PLI (not deducted from salary), LIC, ULIP, NSC. etc.] Proof of savings may be given.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Policy/Certificate/Account No. | Name of Policy holder (state relationship if policy holder is not the Assessee) | Amount | Date of payment |
|  |  |  |  |  |

Signature of the Assessee

-: 2: -

1. **PARTICULARS OF DEDUCTIONS CLAIMED FROM INCOME [UNDER CHAPTER VI-A] :- (ENCLOSE SUPPORTING DOCUMENTS/ CERTIFICATES / PROOFS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NATURE** |  | **AMOUNT CLAIMED** | **NATURE** |  | **AMOUNT CLAIMED** |
| **(a)** Medical Insurance paid by cheque **OR a**ny contribution towards Central Government Health Scheme (Max. Rs. 25000/- For senior citizen, limit is Rs. 50000/- **(U/s 80-D)**  | : |  | **(e)** Repayment made in r/o Education loan **[U/s 80-E]** from any financial / charitable institution for higher education of self, spouse or children **[ONLY for interest)** | : |  |
| **(b)** Rs. 75000/- for expenditure incurred for treatment, nursing, training, rehabilitation of disabled dependant. Rs. 125000 if disability is severe **(U/s 80-DD)** | : |  | **(f)** Deductions **U/s** **80-U** (for assessee who is disabled person Rs.75,000/-) (Rs. 1,25,000/- if disability is severe) | : |  |
| **(c)** Rs. 40000/- in r/o treatment for Cancer or AIDS. If dependant is senior citizen, amount of deduction is Rs. 100000/- subject to any amount received through medical insurance, if any **(U/s 80-DDB)** | : |  | **(g)** Donations **U/s 80-G** (which can be taken into account by DDO | : |  |
| **(d)** Rs.10000/- on interest earned on deposits in savings account (80-TTA) | : |  | **(h)** Interest taken on loan taken for purchase of electric vehicle (Max. Rs.1.50 Lakh) | : |  |

 **TOTAL OF C (a) to (h)** : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Assessee

**Note: For any deduction as per Para C, necessary certificate / documentary proof / declaration may be given.**

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**A deduction of Rs.50,000/- or the amount of salary, whichever is less is allowed as standard deduction in lieu of exemption of transport allowance and reimbursement of miscellaneous medical expenses u/s 16 (ia). This is extended to those who opt for Section 115 – BAC (New Tax Regime) also.**

-: 3: -

**D. SAVINGS: DEDUCTIONS U/S 80CCE – MAXIMUM LIMIT Rs.1,50,000/- ONLY**

 a) GPF (Contribution) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (as per Para A of Salary details)

 b) CGEIS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (as per para A of Salary details)

 c) PLI (salary) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (as per para A of Salary details)

**GIVE DETAILS AT PAGE 1 FOR FOLLOWING ITEMS:**

**(ENCLOSE SUFFICIENT PROOF / DOCUMENTS / CERTIFICATES)**

 d) Repayment of HBA (Principal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Component only) **(enclose completion certificate**)

 e) LIC/ULIP, PLI (other than deducted : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 from salary) Give details at page 1

 f) NSC / PPF : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 g) Tuition Fees paid (Ltd. to two children) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 if not reimbursed

 h) Contribution of Pension Fund u/s 80-CCC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 i) Employee’s Contribution to NPS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Ltd. to 10% of salary) 80-CCD (1)

 j) Contribution of **additional** Rs. 50,000 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 to NPS (80-CCD)

 **TOTAL OF D** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Assessee

-: 4: -

E. DEDUCTION OF INTEREST ON BORROWED CAPITAL FOR HOUSE PROPERTY U/S 24

a Address of House Property :

 (to which this claim relates)

b Residential status :

 (whether let-out/partly let-out & partly vacant/

 vacant/partly let-out & partly self-occupied /

 self-occupied/partly vacant & partly self-occupied)

c Date when property was acquired or constructed :

d Date when occupied by self :

e Is the property in your occupation :

 throughout the current financial year?

 If ‘NO’, state the reason and period of occupation :

F Have you derived any income or any benefit from

the property during the year? :

If ‘YES’, give details of income or benefit derived :

G Do you have any other House Property? :

If ‘YES’, give full address :

H Particulars of loan taken :

(give break up of loan, if taken in installments;

date of payment(s) taken; loan taken from,

If necessary, attach a separate sheet.)

J Interest paid for the loan :

K Income from house (as per below calculation) :

**CALCULATION SHEET (DOCUMENTARY PROOF ARE MUST)**

 1. Annual Rent Received :

 2. *Less* Municipal Tax paid :

 3. Net Balance (1-2) :

 4. 30% of Net Balance :

 5. Interest on ‘Capital’ paid :

 (as per Col. J above)

 6. Total of 4 & 5 :

 7. Net Income (3 – 6) :

Signature of the Assessee

-: 5 :-

 **F**. **Particulars of House Rent paid**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(if occupying a rented accommodation)**

 **(Rent paid per month x No. of months)**

**(NO REBATE WILL BE ALLOWED UNLESS**

**PROPER RENT RECEIPT IS ATTACHED)**

**PLEASE ATTACH PROOF OF RESIDENCE SUCH**

**AS COPY OF TELEPHONE BILL / VOTER I CARD/**

**RATION CARD / ELECTRICITY BILL ETC. ALSO, IF RENT**

**PAID EXCEEDS Rs.1,00,000/- P.A, PAN OF LAND**

**LORD MAY BE GIVEN (MANDATORY) – REFER RULE.**

Signature of the Assessee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **R A T E S O F I N C O M E T A X**

**AS PER OLD TAX REGIME**

**RANGE OF TAXABLE INCOME : RATES OF INCOME TAX**

1. Upto Rs.2,50,000 : NIL

2. Rs.2,50,001 to Rs.5,00,000 : 5% of the amount exceeding Rs.2,50,000

3. Rs.5,00,001 to Rs.10,00,000 : Rs12,500 *plus* 20% of the amount exceeding

 Rs.5,00,000

4. Rs.10,00,001 and above : Rs.1,12,500 *plus* 30% of the amount exceeding

 Rs.10,00,000

SURCHARGE : 10% on Income Tax if total income exceeds

Rs. 50 lakhs (Refer concerned rates)

HEALTH & EDUCATION CESS : 4% of Income Tax payable is to be levied in

all cases.

**An assessee whose total income does not exceed Rs.5 lakhs, shall be entitled to a deduction of an amount equal to 100% of income tax or Rs.12500, whichever is less.**

**=========================================================================**

-: 6: -

# **R A T E S O F I N C O M E T A X**

**AS PER NEW TAX REGIME**

**RANGE OF TAXABLE INCOME : RATES OF INCOME TAX**

1. Upto Rs.3,00,000 : NIL

2. Rs.3,00,001 to Rs.6,00,000 : \*5%

3. Rs.6,00,001 to Rs.9,00,000 : 10%

4. Rs.9,00,001 to Rs.12,00,000 : 15%

5. Rs.12,00,001 to Rs.15,00,000 : 20%

6. Rs.15,00,001 and above : 30%

**HEALTH & EDUCATION CESS** : 4% of Income Tax payable is to be levied in

all cases.

**\*Tax rebate of upto Rs.25000/- U/S 87-A for income upto Rs.7 Lakh is available. Tax rebate of the amount of tax in excess of the difference between total income and Rs. 7 Lakh is allowed for income more than Rs.7 Lakh.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES ON INCOME FROM HOUSE PROPERTY**: Ceiling of deduction of interest on borrowed capital invested in the acquisition or construction of a self-occupied residential house:-

1. Maximum of Rs.2,00,000/-, only if such loan has been taken on or after 01.04.1999 and the acquisition or construction of the residential unit is completed within three years from the end of the financial year in which the capital is borrowed.
2. Maximum of Rs. 30,000/-, in other cases where the loan has been taken prior to 01.04.1999.
3. Benefit under section 80EE to the first home buyer who is sanctioned home loan upto Rs. 35 lakhs during 1.4.2016 to 31.3.2017 will be a deduction of interest of upto Rs. 50,000/-. Where deduction under this section is allowed for any interest, deduction shall not be allowed in respect of such interest under any other provision of the Act.

**NOTE ON HRA REBATE:** Rebate on HRA received is the least of following amounts:

1. Actual HRA received, or
2. Rent paid in excess of 10% of salary, or
3. 50% of salary if the employee is in Delhi.

-: 7: -

# **WORK SHEET (TO BE USED FOR OLD TAX REGIME ONLY)**

 1. Annual Income (from para A – Salary details) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. a) Standard Deduction : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Rebate on HRA : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) *less* Training Allowance / CEA (as applicable) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total (a+b+c) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Gross Income [ 1-2] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Professional Tax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Income chargeable under the head ‘Salaries’ [ 3-4] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Add: Any other income reported [Para B + E] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Gross Total Income [ 5+6] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Deductions under Chapter VI-A (total of para C) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9. Rebate u/s 80-CCE (Refer Para D) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Taxable Income [7-8-9] :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (rounded off to nearest multiple of 10)

11. Tax on Total Income [on 10] :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (see rates at page 5)

12. Surcharge [on 11] :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (see rates at page 5)

13. Tax payable [ 11+12] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Health & Education Cess [ on 13] :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (see rates at page 5)

15. Tax payable [13 + 14] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Relief u/s 89 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (due to pay arrears to be claimed in

 prescribed form 10-E)

17. Net Tax payable [15 - 16] :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **CERTIFICATE / DECLARATION**

I do hereby certify that information/particulars furnished above is true and correct to the best of my knowledge and belief. I shall be solely responsible for any statement made by me and the DDO shall not be responsible for non-submission of documents/proofs in time and undertake to extend my best co-operation to the DDO for the finalisation of income tax calculation.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Assessee

Particulars in para A agree with PBR & calculation is correct. Checked by

 Dealing Asstt. AO (CASH)

-: 8: -

# **WORK SHEET (TO BE USED FOR NEW TAX REGIME ONLY)**

1. Gross Salary : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Total Taxable Income : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Tax on taxable income : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Health & Education Cess : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Tax Payable (3 + 4) : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Tax paid so far (upto Oct 23) : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Balance Tax payable : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(5 – 6)

# **CERTIFICATE / DECLARATION**

I do hereby certify that information/particulars furnished above is true and correct to the best of my knowledge and belief. I shall be solely responsible for any statement made by me and the DDO shall not be responsible for non-submission of documents/proofs in time and undertake to extend my best co-operation to the DDO for the finalisation of income tax calculation.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Assessee

Particulars in para A agree with PBR & calculation is correct. Checked by

 Dealing Asstt. AO (CASH)

-: 9 :-

**EXCERPTS FROM EMPLOYEE INFORMATION SYSTEM (EIS)**

**How to Set the Tax Regime for the Employees**

 **1. Using Employee Login (TO BE USED BY EMPLOYEE)**

 **Employee Login is provided with a facility to compare the two Tax Regimes Old and New –“Regime Comparison”.
Employee can check the tax associated with each regime and then set the Regime he / she desires.**

 **2. Using DDO Maker Login : (FOR USE IN CASH SECTION, TEC)**

 **The DDO maker login is provided with facility to compare the two Tax Regimes Old and New. DDO can do this for all the employees using
option “Tax Regime -> Comparison of Old and New Regime”.
If the Tax regime is not Selected by Employee through the Employee login , DDO can do so by using the option “Tax Regime -> Select Tax Regime “.**

 **If Employee changes his mind and later wants to change the Regime (Before 31/12/2023), DDO can do so by using the Option “Tax Regime -> Change Tax Regime”.**

**In this case after DDO maker, the DDO checker has to verify the same. Till the verification, calculations will be done according to the last selected regime.**

**PROPOSED DEDUCTIONS FROM**

**NOVEMBER 2023 TO FEBRUARY 2024**

|  |  |  |
| --- | --- | --- |
| **MONTH** | **GPF (CONTRIBUTION)** | **INCOME TAX** |
| **NOVEMBER** |  |  |
| **DECEMBER** |  |  |
| **JANUARY** |  |  |
| **FEBRUARY** |  |  |