



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)

NILGANJ: BARRACKPORE: KOLKATA-700120: WEST BENGAL

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Website: www.crijaf.org.in



No.IT/DDO/2021-2022/ 01

Dated 07/12/2021

CIRCULAR

Option: Tax payer may Choice their Option Whether New Regime/Old Method:

In order to assess the Income Tax deduction at source for the year 2021-2022 all the Scientist/Staff/RA/SRF/TSCL of this Institute including its four sub-stations and KVKs whose total income on account of pay and allowances, royalty/honorarium etc. exceeds Rs.250000/- (Rupees Two lakh Fifty thousand) only are liable for tax calculation at source during the year 2021-2022 are requested to furnish the relevant information/documents in the income tax Pro-forma, complete in all respect to Bill section latest by 31st December'2021. In absence of required information/documents of Income tax recoverable during the 2021-2022 will be worked out as per Income tax Act 1961 after taking into account the pay and allowances are drawn/admissible during the year allowing permissible deductions as per rule.

The details of any savings/rebet claim under income tax act, therefore, may be provided in the income tax pro-forma to latest by 31st December, 2021 to get the requisite rebet. The above mentioned form is being uploaded on the ICAR-CRIJAF web-site: www.crijaf.org.in for information and further guidance.

(Gopal Chanda Dey)

Asstt. Administrative Officer &
Drawing & Disbursing Officer

Note: Blank forms of Income Tax Pro-forma may be assessed from the ICAR-CRIJAF web-site

GROSS SALARY INCLUDING (BONUS, A/r, DA and Honorarium) during 2018-19 Rs.

Add: Govt Contribution to P.F. Rs.
 Income from Other sources (F.D. Intt.) Rs.
 Excess Med. Reimbursement Rs. _____ Rs. _____

Less: House rent paid U/s. 10(13A) Rs.
~~T/r Allowance U/s. 10(14A)~~ Rs.
Standard Deduction Rs. 50,000/- Rs.
 Professional Tax Rs. _____ Rs. _____

Add. Savings Bank Interest Rs. Rs.
 Less. Accrued Interest on House Bldg. Loan Rs. Rs.

Deductions :

G.P.F. Rs.
 LIC Rs.
 PPF Rs.
 NSC Purchase Rs.
 Repayment of House Bldg. Loan Principal Amount Rs. _____

Deduction Ch. VI-A :

U/s. 80CC Rs.
 U/s. 80CCC Rs.
 U/s. 80D Rs.
 U/s. 80DD Rs.
 U/s. 80E Rs.
 U/s. 80U Rs.
 U/s. 80TTA Rs. _____ Rs. _____

Total Taxable Income *For Senior Citizen Rs. 3,00,000/- - NIL*

Tax *Rs. 250,000/- to Rs. 5,00,000/- - NIL* Rs.

Less: U/s. 87A *Rs. 500,000 to Rs. 10,00,000/- 20%* Rs. _____

Tax Payable *Rs. 10,00,000 & above - 30%*

Add: Edu. Cess @ 2% Rs.
 Edu. Cess @ 1% Rs. _____ Rs.

Tax Payable _____

Total T.D.S Rs. _____

Tax payable/Refundable Rs. _____

Signature
 applicant

Statement of Salary Income & Tax deductions in respect of PAN No.
 For the assessment year

Months	Drawn							Deductions						Amount of IT deducted	Rem.
	Pay	TA	DA	Other Allowance	HRA	OTA/HON/Bonus	Total Gross Salary	GPF/CPF	LIC	P Tax	HBA	GI	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Mar.															
Apr.															
May															
June															
July															
Aug.															
Sept.															
Oct.															
Nov.															
Dec.															
Jan.															
Feb.															
Misc.															
Total															

- Total HRA drawn Rs. *Any exemption sought for payment towards HRA, LIC, NSC, CTD etc is allowable only when proper documents are furnished along with this statement.
- Exemption sought for Rs. this statement.
- Taxable HRA Rs.

INCOME TAX PROFORMA FOR THE FINANCIAL YEAR 2019-20

NAME & ERP I.D. NO.		
DESIGNATION		
DATE OF BIRTH (Scientific staff only for getting benefit of Sr. Citizen)		
PAN No.(attach a clear copy of PAN Card)		
A(i)	Amount of Hon/Fee or other income received/to be received during the year 2019-20	
(ii)	Amount of Annuity/royalty received/to be received during the year 2019-20	
B	<u>Details of savings under Section 80(C) (Maximum Rs.1.50 lakh) (attach a copy each of the document)</u>	
(i)	LIC premia/United Linked Insurance Plan/Invest in NSC VIII issue during 2019-20	
(ii)	Amount deposited/to be deposited in PPF during 2019-20	
(iii)	Fixed deposit in SBI or Public Sector Bank/Post Office Time Deposit for minimum period of 5 years during 2019-20	
(iv)	HBA Principal (proof of possession/completion certificate by respective authority)	
(v)	Tuition Fee paid during 2019-20 maximum 2 children with copy of receipts)	
(vi)	Any other.	
C	<u>Details of deduction under Section 80CCD(1B)(Max. Rs. 50,000/-) (attach a copy of the document)</u>	
	Amount deposited in National Pension Scheme during 2019-20	
D	<u>Details of deduction under Section 80(D)(attach a copy each of the document)</u>	
(i)	Mediclaime (maximum Rs.25,000/),(for Sr. Citizen Rs.50,000/-)	
(ii)	Rs. 25,000/- to upkeep in force an insurance on the health of his parent/parents .(for senior citizen it is Rs. 50,000/-)	
(iii)	Payment for preventive health checkup of the assessee, his family and parents maximum of Rs.5000/- subject to ceiling as in (i) above	
E	<u>Details of deduction under Section 80(DD)(attach a copy each of the document) (Exp. Incurred on dependent, being a person with disability, Max. Rs.0.75/1.25 lakh)</u>	
(a)	on medical treatment/maintenance/rehabilitation	
(b)	Paid or deposited any amount under the scheme framed in this behalf by the LIC or any other insurer or the specified company approved by the Board	

F	<u>Details of deduction under Section 80(E)(attach a copy each of the document)</u>	
(i)	Any amount paid by way of interest on Education loan during 2018-19 20	
G	<u>Details of deduction under Section 80(G)(attach a copy each of the document)</u>	
(i)	Any donation for charitable purpose	
H	<u>Details of deduction under Section 80(U)(attach a copy of disability certificate)</u>	
(i)	Deduction of Rs.0.75 Lakh if assessee' disability is 40% and above, and Rs.1.25 lakh if disability is 80% and above	
I	<u>Amount of deduction claimed u/s 10 (along with original rent receipt, Photo I-card for proof of residence/copy of PAN card of landlord alongwith details in Annexure -I attached)</u>	
(i)	House Rent paid if living in rented House during ... (As per CBDT Circular deduction u/s 10 for payment of rent will be allowed only after detailed verification of landlord profile and Photo identity card of the incumbent in respect of the address where he is residing.)	
J	<u>Details of deduction u/s 24 (attach copy of possession/completion certificate). In case Loan taken for more than one property, details may be shown separately.</u>	
	Interest on borrowed capital for acquisition/construction of house with proof of possession of flat/house by respective authorities in which construction is going (also provide details as per Annexure II & III.)	
(i)	Address of the property against which loan is taken	
(ii)	Self-occupied/rented	
(iii)	Date of loan availed	
(iv)	Purpose of loan (construction/ acquiring property/Renovation)	
(v)	Date on which construction is/will be completed	
(vi)	Date of possession of property	
(vii)	Ownership(sole or Joint), If joint, relationship and percentage of share in the property	
(viii)	Whether joint owners is/ are claiming deduction under Income Tax Act 1961(Pl. indicate amount)	
K	<u>Any other item</u>	

Note: Income Tax Assessee claiming the above deduction/rebate under different Sections of IT Act are required to provide documentary proof regarding the claim, failing which no deduction/rebate will be allowed.

(SIGNATURE)

Place of posting _____
Contact Number _____

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
BARRACKPORE, KOLKATA-700120

Those who are paying rent for his/her residential purpose and seeking rebate on Income Tax, the following details of the landlord be furnished:

Name of the landlord : _____

Address : _____

PAN (landlord) : _____

In case there is no PAN of the Landlord, declaration to this effect from the Landlord be attached :
alongwith copy of the proof of ownership of property _____

Relationship with the employee, if any : _____

Whether the person to whom Rent being paid is declared to be dependent to the employee and the declaration to this effect is submitted to the concerned Establishment Section or not : _____

Whether the employee or his/her Spouse owns residential accommodation or not. If so the details & status be furnished: _____

Whether the spouse of the employee is availing Income Tax rebate on account of rent being paid from his/her employer. _____

Signature : _____

Name & Designation : _____

ID No. : _____

Division/Section : _____

Contact No : _____