

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

NILGANJ: BANGALORE: KOLKATA-700120: WEST BENGAL

PH. OFF.:(03) -1932/6121/6122, 2535-8052, FAX- 2535-0415.

Website: www.crijaf.org.in



No. IT/DDO/2023-24/

Dated 12/9/2023

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 Financial year 2023-2024 all the Scientist/Staff/RA/SRF/JRF etc. of this Institute including its four sub-stations and KVKs whose total income on account of pay and allowances, royalty/honorarium/LTC Leave Encashment/Medical reimbursement from A.M.A etc. exceeds Rs.250000/- (Rupees Two lakh Fifty thousand) only are liable for tax calculation at source during the year 2023-2024 are requested to furnish the relevant information/documents in the income tax Pro-forma, complete in all respect to Bill section latest by 15th October' 2023. In absence of required information/documents of Income tax recoverable during the 2023-2024 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(after 'Submitted of IT Statement the certificate of HB Loan/Mediclaim Certificate/LIC Certificate/NPS Certificate/House Rent etc.will must be deposited in Bill Section within a short period not latter than 30th Nov,2023)

The details of any savings/rebet claim under income tax act, therefore, may be provided in the income tax pro-forma to latest by 15th November, 2023 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.

(Sribash Dey)

Asstt. Administrative Officer &
Drawing&Disbursing Officer

INCOME TAX FORMAT FOR FY-2023-24, AY-2024-25 (OLD REGIME)

Gross Salary earned in the FY:2023-24

Salary – (A) Basic Pay + D.A. + H.R.A + T.A.	Rs.		
Salary – (B) Arrear Pay & Allowance + Arrear D.A. + Honorarium + Royalty	Rs.		
Add:- Employer Contribution to NPS for the FY:2023-2024	Rs.		
Add:- Children Education Allowance for the FY:2023-2024	Rs.		
Add:- Medical Reimbursement for the FY:2023-2024	Rs.		
Total: Income on the Head of “ SALARY ”	Rs.		
Less:- House Rent Paid U/s 10(13A)	(-) Rs.		
Standard Deduction	(-) Rs.		
Professional Tax	(-) Rs.		
Exempted Children Education Allowance	(-) Rs.		
Net:- Taxable Amount on the Head of “ SALARY ”	Rs.		
Add:- Income from other source (Bank Savings Interest)	Rs.		
Add:- Income from other source (Bank Term Deposit Interest)	Rs.		
	Total	Rs.	(+) Rs.

Income from House Property: -

Rent received from House Property (If Any)	Rs.		
Less:- 30% Deduction on Total Rent Amt. & Tax Paid to L.A.	Rs.		
Less:- Interest Paid for House Building Loan (If Any) Max 2 Lac	Rs.		(-) Rs.
Gross Income for the FY: 2023-24	Rs.		

DEDUCTION Ch. VI-A

U/s 80C			
G.P.F.	Rs.		
LIC	Rs.		
PPF/G.I.	Rs.		
NSC Purchase	Rs.		
Repayment of House Building Loan (Principal Amount)	Rs.		
U/s 80CC	Rs.		
U/s 80CCD(1) NPSTR-I	Rs.		
	Total	Rs.	(-) Rs.
U/s 80CCD(1B)			
U/s 80CCD (2)	Rs.		
U/s 80D	Rs.		
U/s 80DDB	Rs.		
U/s 80E	Rs.		
U/s 80U	Rs.		
U/s 80RRB	Rs.		
U/s 80TTA (SB Int.)	Rs.		
U/s 80TTB (SB+FD Int.)	Rs.		
U/s 80G (Donation)	Rs.		
Other Section of Chapter VI-A	Rs.		
	Total	Rs.	(-) Rs.

NET Taxable Income :-

Rs.

Tax Calculation on Net Taxable Income

Up to 2.50 Lacs	Nil.	Rs.
2.50 to 5.00 Lacs @ 5%	12500/-	Rs.
5.00 to 10.00 Lacs @ 20%	100000/-	Rs.
10.00 Lacs above @ 30%		Rs.
Basic Tax Payable:-		Rs.
Less:- Rebate U/S 87A		Rs.
Tax Payable After Rebate U/S-87A		Rs.
Add:- Education Cess @ 4% on Tax Payable		Rs.
Gross Tax Payable:- (Basic Tax + Education Cess)		Rs.
Less:- Tax Deducted at Source		Rs.
Net Tax Payable / Refundable :- If Any		Rs.

INCOME TAX FROFORMA FOR THE FINANCIAL YEAR 2023-24

	NAME & ERP 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 Honorarium/Fees or other income received / to be received during the year 2023-24.	
(II)	AMOUNT OF Annuity/Royalty received / to be received during the year 2023-24	
B.	Details of saving under Section 80(C) (Maximum Rs. 1.50 lakh)	
(i)	LIC Premium/United Linked Insurance Plan/Invest of NSC VIII issue during 2023-24.	
(ii)	Amount deposited /to deposited in PPF during 2023-24.	
(iii)	Fixed deposit in SBI or Public Sector Bank / Post Office Time deposit for minimum period of 5 years during 2023-24.	
(iv)	HBA Principal (proof of possession / completion certificate by respective authority).	
(v)	Tuition Fee paid during 2023-24 (maximum 2 children with copy of receipts)	
(vi)	Any other	
C.	Details of deduction under Section 80CCD(1B) Maximum Rs. 50,000/- (Attach a copy of the document)	
	Amount deposited in National Pension Scheme during 2023-24	
D.	Details of deduction under Section 80 (D) (attach a copy each of the document)	
(i)	Mediclaime (maximum Rs. 25,000/- & for Sr. Citizen Rs. 50,000/-)	
(ii)	Rs. 25,000/- to upkeep in force in 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 parent's maximum of Rs. 5000/- subject to ceiling as in (i) above.	
E.	Details of deduction under Section 80(DD) (attach a copy each of the document.) (Expenditure incurred on dependent being a person with disability, Maximum Rs. 75,000/- 1.25 lakh)	
(i)	On medical treatment / maintenance / rehabilitation	
(ii)	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.	Details of deduction under Section 80E (attach a copy each of the document)	
(i)	Any amount paid by way of interest on Education loan during 2023-24	
G.	Details of deduction under Section 80(U) (attach a copy of disability certificate)	
(i)	Deduction of Rs. 75,000/- if assessee disability in 40% and above and Rs. 1.25 lakh if disability is 80% and above.	
H.	Amount of deduction claimed u/s 10 (along with original rent receipt, photo Identity Card for proof of residence /copy of PAN Card of landlord along with details in Annexure - I attached	
(i)	House Rent paid if living in rented House during 2023-24 (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)	

I.	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.	
	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 (P) indicate amount)	
J.	Any other item	

NOTE: Income Tax Assesse 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 positing

Contact Number:

Email ID: -

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INDICAN 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 to furnished:

Name of the landlord	
Address	
PAN (Landlord)	
In case PAN of the Landlord not available then declaration to this effect from the landlord to be attached along with copy of the proof of ownership of property & valid reason for not having IT PAN	
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 and 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.

Email ID: -

INCOME TAX FORMAT FOR FY-2023-24, AY-2024-25 (NEW REGIME)

Gross Salary earned in the FY:2023-24		Rs.
Salary – (A) Basic Pay + D.A. + H.R.A + T.A.	Rs.	
Salary – (B) Arrear Pay & Allowance + Arrear D.A. + Honorarium + Royalty	Rs.	
Add:- Employer Contribution to NPS for the FY:2023-2024	Rs.	
Add:- Children Education Allowance for the FY:2023-2024	Rs.	
Add:- Medical Reimbursement for the FY:2023-2024	Rs.	
Total: Income on the Head of “ SALARY ”		
Less:- Standard Deduction	Rs.	
U/s 80CCD (2) NPSTR Tier-I (Employer Contribution)	Rs.	
Net:- Taxable Amount on the Head of “ SALARY ”	Rs.	
Add:- Income from other source (Bank Savings Interest)	Rs.	
Add:- Income from other source (Bank Term Deposit Interest)	Rs.	
	Total	Rs.
	Total	Rs.
NET Taxable Income :-		Rs.

***Tax Calculation on Net Taxable Income**

Up to 3.00 Lacs	Nil.	Rs.
3.01 to 6.00 Lacs @ 5%		Rs.
6.01 to 9.00 Lacs @ 10%		Rs.
9.01 to 12.00 Lacs @ 15%		
12.01 to 15.00 Lacs @ 20%		
15.01 Lacs above @ 30%		Rs.
Basic Tax Payable:-		Rs.
Less:- Rebate U/S 87A		Rs.
Tax Payable After Rebate U/S-87A		Rs.
Add:- Education Cess @ 4% on Tax Payable		Rs.
Gross Tax Payable:- (Basic Tax + Education Cess)		Rs.
Less:- Tax Deducted at Source		Rs.
Net Tax Payable / Refundable :- If Any		Rs.