

**Dated:-7<sup>th</sup> November, 2022**

**To,**

**The Officials of CCRUM &  
The Heads of All centralized  
Institute/Units of the Council**

**Subject: Income Tax Format.**

**Sir/Madam**

*I am enclosing herewith a format of statement of salary and saving for calculation of Income Tax for the financial year 2022-23 and the assessment year 2023-24.*

*It is therefore requested to furnish the photocopies of rebate able particulars in the enclosed format duly filled in immediately to the Headquarters Office, New Delhi.*

**Yours faithfully,**

**Sd/-  
(Mohammad Parvez)  
Accounts Officer**



iii) Contribution to P.O. 10/15 years C.T.D. certificate from concerned P.O. be attached

C.T.D. account Number	Name	Relationship	Contribution per month	Total amount paid
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iv) Contribution in National Saving Certificate (Photocopy may be sent)

Name	Relation	Number and date of NSE	Amount
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v) Accrued interest on N.S.C. VIth & VII issue only be intimated for benefit) please specify interest on VIIIth issue separately) (Photocopy may be sent)

Name	Relation	Number and date of NSE	Amount	Date of purchase	Interest accrued
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vi) Unit linked Insurance Plan (Photocopy be sent)

Name	Relation	Policy number	Gross amount	Premium paid	Date of payment
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vii) Saving under National Saving Scheme and Mutual Fund etc. (Plan specify separately)

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

viii) Repayment of Loan taken for the construction of house subject to maximum Rs.20,000/- (Only principal amount). This is subject to condition that the 31.03.87 (completion certificate may be furnished) including Rs.1,00,000/-

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

ix) Tuition fees two children rebate under Section 88.

## INCOME TAX RATES

NET INCOME RANGE	RATE OF INCOME TAX
up to Rs.2,50,000/-	Nil
Rs.2,50,001 to Rs.5,00,000/-	5% of the amount by which the total income exceeds Rs.2,50,000/-
Rs.5,00,001/- to 10,00,000/-	Rs.12500/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-
Rs.10,00,001 and above	Rs.12,500/- plus 30% of the amount by which the total income exceeds Rs.10,00,001/-

**NOTE:** Original copies of the documents need not to be sent only the duplicate copy or photo state copies duly attested be sent.

### UNDERTAKING

*(DELETE WHICH IS NOT APPLICABLE)*

- a) I \_\_\_\_\_ Designation \_\_\_\_\_ hereby undertake that intends to purchase N.S.E. VIIIth issue/N.S.S. valuing o Rs. \_\_\_\_\_ during financial year and the photocopies of the same will be made available to the Council as soon as these are purchased but not later than with the pay bill of *December 2022*.
- b) It is to further intimate that I am financing Life Insurance Policy of myself, wife & children amounting to Rs. \_\_\_\_\_ annually, the details of which are given in the proforma. This premium will be deposited on due dates.
- c) It is to further certify that I am depositing a sum of Rs. \_\_\_\_\_ @Rs. \_\_\_\_\_ per month towards C.T.D.10/15 years account, the details of which are given in the proforma and will continue to deposit during this financial year.
- d) It is also certified that I have not withdrawn any amount out deposit from the National Saving Scheme.
- e) It is certified that N.S.C.'s mentioned in para 8(V) are still in my custody and will not dispose off upto 31.03.2023 i.e. during financial year for which interest is being claimed as rebate.
- f) I am paying rent @ Rs. \_\_\_\_\_ per month for hired accommodation for the month of July 2022 and January 2023 (original receipt) of HRA.

I undertake to submit the photocopies of all the above documents duly attested to the Council as soon as the payments are made but not later than December 2022. I, therefore request you to kindly allow me the deductions of these saving as admissible while calculating Income Tax. I shall be responsible for the default.

**NOTE:** The above information (undertaking) should invariably accompany the salary bill for the month of Nov. 2022

**NOTE:** HRA rebate for Income Tax purpose BP+NPA+DA

**Signature of the Officer**

## CALCULATION OF THE INCOME TAX

1.	Name & Designation _____	
2.	Unit/Institute _____	
3.	Gross Salary (excluding CEA, TA, SCA, CHA etc.)	Rs. _____
4.	Income from other sources (including interest on N.S.C. VIth Issue)	Rs. _____
5.	Income accrued (interest) on N.S.S. (VIII issue)	Rs. _____
6.	Less: HRA rebate (section 10)	Rs. _____
7.	Less Professional (section 16 (i))	Rs. _____
8.	Less LIC Premium Scheme (section 80C (C))	Rs. _____
9.	Less Interest on HBA	Rs. _____
	<b>Total Rs.</b>	
	<b>Saving -(section 80-C)</b>	
10.	Less: Tax rebate section 88	_____
	GPF Subscription	_____
	LIC/ULIP	_____
	PLI Premium	_____
	Tuition fees	_____
	Int. in NSC VIIIth issue)	_____
	G.I.S.	_____
	HRA recovery	_____
	NSS Mutual fund etc.	_____
	<b>TOTAL</b>	_____
	<b>Total Income</b>	
	<b>INCOME TAX</b>	_____

**Signature of the Officer**

Health Education cess at 4% of Income Tax.

Total Income tax & Excess \_\_\_\_\_

Already Income Tax deducted \_\_\_\_\_

Balance Tax \_\_\_\_\_

