



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

An Autonomous Institute of GOVT. OF N. C. T. OF DELHI

Azad Hind Fauj Marg, Sector – 3, Dwarka, New Delhi – 110 078.

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## Finance/Accounts

F.No. 10(1)/2011-12/Accts/NSIT/

Date:

**Subject: Calculation of Income Tax for the financial year 2011--2012 (Assessment Year 2012-2013).**

The Income Tax for the financial year 2011-2012 is to be deducted finally from the salary. All Gazetted/Non gazetted officers whose Gross Annual Income for 2011-2012 exceeds Rs. 1,80,000/- (Male Employees) & Rs. 1,90,000/- (Female Employees) may fill in the Proformas enclosed and submit to the accounts section by 02.11.2011 positively. The income during 2011-2012 from other sources including pension, remunerations etc., if any, may please be indicated clearly. **The documentary proof in respect of each savings/ deduction claimed be furnished.**

**The photocopy of the PAN card is to be submitted compulsorily, else the form shall not be accepted.**

In case of non-receipt of information on the prescribed Performa by the stipulated date, it will be presumed that no saving/ deduction are available with regard to Performa-I and the Income Tax due will be recovered accordingly. The form along with all enclosures may be submitted to DDO/Section Officer in Accounts Section. **Kindly distribute the same to the officers/employees working under your department for compliance.**

(PIYUSH TANEJA)

DDO

**Enclosure:** Proforma-I , II (From 12C) and III (Format for Pay & Allowances).

Copy to :

1. All Deans (Acad, PG/UG, SW, IRD)
2. All HODs (ECE, COE, ICE, MPAE, SAS, IT, BIO-TECH)
3. Chairman, Library Services
4. Coordinator, Institute networking Scheme- with a request to upload the same on Institute's website. Soft copy of the same has been e-mailed to him.
5. Deputy Registrar (Admn./Academic)
6. Wardens (BH-I,BH-II, BH-III & GH)
7. Executive Engineer (Civil/Maintenance)
8. Medical Officer, NSIT
9. Asstt. Registrar (S & P)
10. All Section Incharges
11. Chief Security Officer
12. P.A to Registrar
13. P.S to Director

(PIYUSH TANEJA)

DDO

PROFORMA-I

1. Name & Designation of Employee : .....
2. PAN No. of Employee (Mandatory) : .....  
**(Attach a copy of PAN card/PAN allotment letter duly self attested)**
3. Income from other sources (a) .....  
(Please specify with details) (b) .....  
(c) .....
4. Total amount of Investment/Saving etc. **(Attach proof)**
  - (a) N.S.C. Purchased Rs.: ..... Dated .....
  - (b) Interest on NSC Rs.: .....
  - (c) Premium on P L I / C T D / U L I P Rs: .....
  - (d) Premium on Life Insurance (LIC) i). .....  
ii). .....  
iii). .....  
iv). .....
  - (e) P P F Rs:.....
  - (f) Tuition Fee (for 2 children only) Rs.....
  - (g) Any other savings qualifying for rebate U/S 88, 88B, 88C etc. Rs: .....
  - (h) Principle on borrowed capital Rs:.....
5. Deduction admissible
  - (a) House Rent paid Rs..... (Subject to production of Rent Receipts, Proof of Residence, copy of Latest House Tax Paid & Registered Rent Agreement). DA will be included for allowing exemption under Section 10(13) A of IT Act.
  - (b) Loss from House property\* Rs: .....
  - (c) Deduction 80 D etc. Rs: .....
  - (d) Any other deductions admissible Rs: .....

(Signature of Assessee)

Encls. :

Date:

- ❖ The annual interest paid on House Bldg. Loan is to be treated as loss from house property. The beneficiaries of this clause are required to fill up form 12C Proforma II enclosing therewith a computation of such loss from house properly.

PROFORMA-II  
Form 12 C

**Form for sending Particulars of Income u/s 192 (2B) for the year ending 31<sup>st</sup> March, 2012.**

1. Name & Address of the Employee:
2. Permanent Account Number(PAN):
3. Residential Status: Resident.
4. Particulars 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 Rs.....  
(in case of loss, enclose Computation there of)
  - (ii) Profits & gains from business or Profession Rs: .....
  - (iii) Capital gains Rs: .....
  - (iv) Income form other sources
    - (a) Dividends
    - (b) Interest
    - (c) Other Incomes (Specify)Total: Rs: .....
5. Aggregate of sub-items (i) to (iv) of item 4.
6. Tax deducted at source (enclose certificates) issued under section 203).
7. Repayment of borrowed capital (HBA Advance)
  - a. Annual repayment (EMI) Rs..... @ Rs..... Per month.
  - b. Pr. Amount (Annual) Rs..... and interest (annual) Rs.....  
( Attach copy of Bank statement )

Place .....

Date .....

(Signature of 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 .....year.....

Place .....

Date .....

(Signature of Employee)

**PROFORMA-III**  
**STATEMENT OF PAY & ALLOWANCE AND DEDUCTIONS FOR THE**  
**YEAR 2011-12.**

Name: ..... Designation ..... Dept. ....

Month	Pay & Allo. *	HRA	Deductions			
			GPF/CPF	GIS	LIC(SSS)	I-TAX
March-2011						
DA Arrears						
April-2011						
May-2011						
June-2011						
July-2011						
August-2011						
September-2011						
DA Arrears						
Bonus						
October-2011						
6 <sup>th</sup> Pay Arrear						
November-2011						
December-2011						
January-2012						
February-2012						
Honorarium /OTA etc.						
T.F.						
Arrears						
<b>TOTAL-A</b>						
Less : Conv. Allow						
Less : Any other						
<b>TOTAL- B</b>						
Income from other Sources						
<b>Grand Total</b>						

(Signature of Bill Clerk)

(Signature of DDO)

(Signature of Assessee)

- Gross Income.

**INCOME TAX CALCULATION SHEET FOR THE YEAR 2011-12**

Name ..... Designation..... Deptt. ....

**SAVINGS**

**INCOME**

- (a) GPF / CPF.....
- (b) GIS.....
- (c) LIC(SSS).....
- (Attach proof for following)**
- (d) P.P.F.....
- (e) LIC .....
- (f) ULIP/UTI/CTD.....
- (g) NSC .....
- (h) Int. on NSC Rs: .....
- (i) H B A Rs: .....
- (j) Tuition Fees Rs.....
- (k) Others Rs: .....
- Total (A) Rs: .....**

- (1) Salary Rs: .....
- (2) Income from other sources
  - (a).....
  - (b) .....
  - (c) .....
- (3) Total Income (1 + 2 ) Rs: .....
- (4) Less: Deduction / Exemption
  - (a) HRA Exemption Rs:.....  
(Actual HRA received  
Rent paid in excess of 10% of pay  
50% of salary)
  - (b) Deduction u/s 80D etc. Rs: .....
  - (c) Int. on borrowed capital Rs:.....
  - (d) Any other deductions Rs: .....
- (5) Taxable Amount Rs: .....
- (6) Tax on total income Rs .....
- (7) Surcharge/E.cess Rs: .....
- (8) Total Tax Payable Rs: .....
- (9) Tax Already Paid Rs: .....
- (up to October' 11)
- (10) Balance Payable Rs:.....
  - a) Nov. 11 Rs:.....
  - b) Dec. 11 Rs:.....
  - c) Jan. 12 Rs:.....
  - d) Feb. 12 Rs:.....

***Undertaking for (d)-(k) above***

if proof not readily available

Signature of Assessee

DDO/DR.

Date: