



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(Formerly: Delhi Institute of Technology), An Autonomous Institute of GOVT. OF N. C. T. OF DELHI.  
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## Finance/Accounts

F.No. 10(1)/2007-2008/Accts/NSIT/121

Date:

**Subject: Calculation of Income Tax for the financial year 2010--2011 (Assessment Year 2011-2012).**

The Income Tax for the financial year 2010-2011 is to be deducted finally from the salary. All Gazetted/Non gazetted officers whose Gross Annual Income for 2010-2011 exceeds Rs. 1,60,000/- (Male Employees) & Rs. 1,90,000/- (Female Employees) may fill in the Proforma enclosed and submit to the accounts section by 29.11.2010 positively. The income during 2010-2011 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.**

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

Sd/-  
**(PIYUSH TANEJA)**  
**DDO**

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

Copy to :

1. All Deans (Acad, P.G, SW, IRD)
2. All HODs (ECE, COE, ICE, MPAE, SAS, IT, Bio-Tech)
3. Chairman, Library
4. Deputy Registrar (Accounts)
5. Deputy Registrar (Store & Purchase)
6. Asstt. Registrar (Academic)
7. Asstt. Registrar (Admn.)
8. Asstt. Registrar (S & P)
9. Director, Physical Education
10. Executive Engineer (Project)
11. Executive Engineer (Civil/Maintenance)
12. Chief Security Officer
13. Store Officer
14. Medical Officer, NSIT
15. Institute Networking Scheme
16. Wardens (BH-I, BH-II & GH)
17. P.A to Registrar
18. P.A 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 Assesses)

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, 2011.**

1. Name & Address of the Employee:
2. Permanent Account Number:
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 thereof)
  - (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 2010-11.

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

Month	Pay & Allo. *	HRA	Deductions			
			GPF/CPF	GIS	LIC(SSS)	I-TAX
March-2010						
DA Arrears						
April-2010						
May-2010						
June-2010						
July-2010						
August-2010						
September-2010						
DA Arrears						
Bonus						
October-2010						
6 <sup>th</sup> Pay Arrear						
November-2010						
December-2010						
January-2011						
February-2011						
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 Assesse)

- Gross Income.

**INCOME TAX CALCULATION SHEET FOR THE YEAR 2010-11**

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'10)
- (10) Balance Payable Rs:.....
  - a) Nov. 10 Rs:.....
  - b) Dec. 10 Rs:.....
  - c) Jan. 11 Rs:.....
  - d) Feb. 11 Rs:.....

*Undertaking for (d)-(k) above  
if proof not readily available*

Signature of Assessee

DDO/A.R.

Date: