

**IMMEDIATE**

No.30011/1/2016-Cash  
Government of India  
Ministry of Corporate Affairs  
\*\*\*\*\*

Shastri Bhawan, 5<sup>th</sup> Floor,  
'A' Wing, New Delhi  
Dated 13<sup>th</sup> October, 2016

**CIRCULAR**

Subject:- Income Tax calculations for the financial year 2016-17.

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Cash Section is in the process of calculation of Income Tax for the financial year 2016-17. In view of this, all the officers/members of the staff, whose annual income exceeds Rs.2,50,000/- are requested to furnish the information in the enclosed proforma (Annexure-I, II & III) relating to the investments/savings proposed to be made during the current financial year 2016-17 (any individual who attains the age of 60 during the current financial year is considered as Senior Citizen and the exemption limit is Rs.3,00,000/-). The required information may please be furnished to Cash Section as early as possible but in any case not later than **25<sup>th</sup> October, 2016. In case no information is received by the due date, it would be presumed that the officer has no savings other than GPF, CGEGIS and CGHS available in this Section.** Only on the basis of the above details Cash Section will be in a position to compute the correct income tax liability for effecting TDS from the salary for the remaining months of the current financial year. **For availing the rebate on LIC/NSCS/BANK TERM DEPOSIT SCHEME/ TUITION FEE etc. photocopy of the receipts may please be submitted to this Section positively by 31<sup>st</sup> December, 2016.** Rebate on savings made after 31.12.2016, if any, may be obtained from the Income Tax Department directly through their returns.

2. **Quoting of PAN is mandatory u/s 139A of the Income Tax Act.** The same may be provided in the Annexure-I. If the PAN is not provided, the TDS shall be deducted @20% or at the applicable rate, whichever is higher (section 206AA).



(Deen Dayal Singh)  
Drawing & Disbursing Officer  
Tel. No.23385382

To

1. All Officers/Staff – Office of CAM, MOS
2. All Officers/Staff of MCA, HQ, Shastri Bhawan (5<sup>th</sup> Floor, 4<sup>th</sup> Floor & 3<sup>rd</sup> Floor)
3. All Officers/Staff of Cost Audit Branch, MCA, Paryavaran Bhawan, CGO Complex.
4. All Officers/Staff of R&A Division, MCA Paryavaran Bhawan, CGO Complex.
5. Cash Section (50 spare copies)

**INFORMATAION REQUIRED FOR CALCULATION OF INCOME TAX FOR THE FINANCIAL YEAR 2016-17.**

PAN No. \_\_\_\_\_  
(Copy of PAN card to be attached)

Employee ID: **MCA0** \_\_\_\_\_

1. (i) Name
- (ii) Designation
- (iii) Date of birth
- (iv) Whether belongs to New Pension Scheme
2. Whether living in a rented house. If yes, and if claiming HRA rebate, the amount of rent paid (copies of the receipts up to September, 2016 may be enclosed and the rent receipts for October, 2016 onwards to be submitted latest by 10<sup>th</sup> February, 2017)
3. Whether spouse is also claiming HRA rebate ?
4. Deductions/Exemptions:
  - (a) Donations to PMNRF/Chief Minister's Relief Fund/ Lt. Gov. Relief Fund (u/s 80G)
  - (b) Medical Insurance Premia (Mediclaime) (u/s 80D) (Maximum Rs.25000/-including CGHS contribution)
  - (c) Deduction in respect of Medical Treatment etc. for disability and severe disability (u/s 80DD – allowable Rs.50000/- and severe disability Rs.100000/-)
  - (d) Medical treatment of specific disease or ailment (u/s 80DDB) (Maximum Rs.40000/-)
  - (e) Interest on Loan taken for HIGHER EDUCATION (self, spouse or children) (u/s 80E)
  - (f) Contribution made by Govt./employer to NPS (u/s 80CCD(2))
  - (g) Deduction in r/o interest on deposits in Savings Account (not being time/fixed deposits) (u/s 80TTA) (Maximum Rs.10000/-)
5. Loss under the head "income from House Property" :  
(Please furnish the details at ANNEXURE-II)

6. Investments/Deposits/Savings (under Ch. VI-A) (Section 80C, 80CCC, 80CCD) Maximum Rs.1,50,000/- (Sec.80CCE)
- (a) LIC Pension Plan (Jeevan suraksha Policy etc.)
  - (b) Other Insurance Premium
  - (c) GPF contributions made during the financial year 2016-17
  - (d) NPS contribution (Tier-I) (u/s 80CCD(1))
  - (e) Contribution towards CGEGIS
  - (f) Deposits in ten or fifteen year account under Post Office Saving Bank (Cumulative Time Deposit)
  - (g) Deposits in National Savings Certificate, interest on NSC (VI) and NSC (VIII issue) which is deemed investment also qualifies for deduction. Indicate Certificate Number, date of its purchase and amount.
  - (h) Tuition Fee:  
(excluding any payment towards any development Fee or donations or payment of similar nature), whether at the time of admission or thereafter to any university, college, school or other educational Institutions situated within India (for two children)
  - (i) Repayment of HBA borrowed from any Govt. or any Bank or LIC or National Housing Bank (only Principal amount to be quoted here)(admissible only in the construction of the house gets completed by the end of the financial year 2016-17)
  - (j) Public Provident Fund

I certify that the particulars furnished above are correct. Income Tax due on my salary may be calculated on the basis of the above particulars and tax recovered from my salary.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Tel. No./Mob.No. \_\_\_\_\_

Date:

**Declaration of other income (other than Salary Head) u/s 192 (2B) for the year ending 31<sup>st</sup> March, 2017.**

1. Name of the employee:  
Address of the Property:
2. Permanent Account Number (PAN):
3. Residential Status (self-occupied/let out):
4. Particulars of income under any head of income other than 'Salaries' (not being 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  
(in case of loss enclose computation thereof in Annexure-III)
  - (ii) Profits and gains of business or profession
  - (iii) Capital Gains
  - (iv) Income from other sources:-
    - a) Dividends
    - b) Interest
    - c) Other Income (specify)
5. Aggregate of sub items (i) to (iv) of item 4
6. Tax deducted at source (enclose certificate issued u/s 203)  
(TDS deducted on other income (not on the salary from MCA))

Place:

Date:

(Signature of the 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 \_\_\_\_\_

Place:

Date:

Signature

**COMPUTATION OF INCOME FROM LET OUT HOUSE PROPERTY FOR THE YEAR 2016-17.**

Address of the property : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(A) Net Value:**

1.	(a) Rent received	
	(b)Municipal Tax	
2.	1(a) – 1(b) = Net value	(A):

**(B) Deductions:**

3.	Repair & collection charges (30% of A)	
4.	Interest accrued on HBA:-	
	(i)From Govt.	
	(ii)From Bank	
5.	Total deductions (3 & 4)	(B):

Net Chargeable income from House Property (A) – (B):

Signature

Name &amp; Designation

Section

Tel. No.