

**DIRECTORATE OF AUDIT
GOVERNMENT OF N.C.T. OF DELHI
C-WING, 4TH LEVEL, DELHI SACHIVALAYA,
I.P. ESTATE, NEW DELHI.**

No. F.7(Misc)/Accts/2010-11/ 7107-14.

Dated : 28.10.2013

CIRCULAR

**SUBJECT: DETAILS OF SAVINGS AND DEDUCTIONS OF INCOME- TAX FOR THE
FINANCIAL YEAR 2013-14.**

All the Officers/Officials, whose Gross Income is taxable during the year 2013-14 are requested to kindly intimate their savings made/to be made during this Financial Year 2013-14 in addition to their savings as per the P.B.R . This information may please be sent to undersigned latest by 30.11.2013 positively, in the enclosed Proforma, failing which Income-Tax at the prevailing rates for the Financial Year 2013-14 shall be calculated and recovered.


DRAWING & DISBURSING OFFICER

Encl. As above (Proforma overleaf)

Copy forwarded for information and necessary action to :

1. PA to Controller of Accounts (Audit)
2. DCA(Admn.)/Head of Office
3. D.C.A. (Internal Audit/LFA), Dte. of Audit, with the request to circulate the proforma to all the officers/officials working in field audit parties
4. Under Secretary (Finance) Budget.
5. Under Secretary (Finance) Accounts.
6. Officers/staff working in diverted capacity. / AAO (website)
7. AAO (Admn./Accounts)
8. Notice Board for information to all concerned

PROFORMA FOR INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2013-14

1	Employee ID No.	
2	Name	
3	Designation	
4	PAN No. (obligatory)	
5	Exemption	
6	Deductions under section VI-A of the I. Tax Act	
(i)	U/s 80GG House Rent (original receipts to be attached)	
(ii)	U/s 80DD Expenditure for the medical treatment, training and rehabilitation of a dependent being a person with disability 80%	
(iii)	U/s 80 Medical Insurance Premium	
(iv)	U/s 24 Interest paid on housing loan for self-occupied house property loan sanctioned prior to 1/4/99. Max. of Rs. 30,000/- on or after 1/4/99 Maximum of Rs. 1,50,000/-	
(v)	U/s 80-U Govt. Servant with disability (Maximum of Rs. 50000/-)	
(vi)	U/s 80-E Deduction in respect of loans for pursuing higher studies for self	
7	Tax Rebate (Consolidated limit of Rs. 1,00,000/- for savings)	
(i)	Insurance Premium (Total Amount per annum)	
(ii)	PPF	
(iii)	PLI Premium	
(iv)	ULIP	
(v)	Tuition Fees for Two Children	
(vi)	GPF	
(vii)	CGEIS	
(viii)	Recovery of HBA Loan	
(ix)	80 CCC Pension Scheme	
(x)	NSC	
	NSC No. Date of Purchase Amount	
8	List of attested copies of documents attached herewith	
9	List of Documents to be furnished by 31st March 2014	
10.	Income from other sources (if any)	
11	Tax Brackets	
(i)	Upto Rs. 2,00,000/- Nil	
(ii)	Rs. 2,00,001 to Rs. 5,00,000 10%	
(v)	Rs.5,00,001 to Rs.10,00,000 20%	
(vi)	Above Rs.10,00,000 30%	

(Sign. Of the Employee)
Phone No. :