

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

No. F.12 (2)/DOA/Accounts/Misc./2017/ **8531-55**

Dated : **16-10-17**

**CIRCULAR**

**SUBJECT: DETAILS OF SAVINGS AND DEDUCTIONS OF INCOME-TAX  
FOR THE FINANCIAL YEAR 2017-18.**

All the Officers/Officials are requested to other than intimate their savings made/to be made during Financial Year 2017-18 in addition to their savings as per P.B.R. This information may please be sent to undersigned latest by 15.11.2017 positively, in the enclosed Proforma, failing which Income-Tax as per the information available shall be assessed and recovery effected.



**DRAWING & DISBURSING OFFICER  
DTE. OF AUDIT**

**Encl.**

**As above (Proforma overleaf)**

**Copy to:**

1. Secretary to Dy. C.M. GNCT of Delhi.
2. Secy. to Minister (Tourism, Art, Culture & Languages etc), GNCT of Delhi 8<sup>th</sup> Floor, Delhi Sectt. New Delhi.
3. OSD to Chief Secretary, O/o the chief Secretary, GNCT of Delhi, 5<sup>th</sup> floor Delhi Sectt.
4. Joint Secretary (Budget/Expenditure/Accounts/Infr.) Finance Deptt. Delhi
5. Dy. Secy.(I,II,III,IV,V,VI), Finance Deptt. Delhi Sectt. New Delhi
6. Dy. Secretary, Dte. of Vigilance, Govt. of NCT of Delhi, 4<sup>th</sup> Level, Delhi Sectt New Delhi
7. PS to Pr. Secy. (Finance), Finance Deptt. Delhi Sectt. New Delhi
8. PS to Spl. Secy.(Finance), Finance Deptt. Delhi Sectt.
9. P.A. to Chairperson, Delhi Commission for Women, Vikas Bhawan, New Delhi
10. The Supt. (ACP Cell), Services Department, 5<sup>th</sup> floor Delhi Sectt New Delhi
11. The Supt. Dialogue and Development Commission of Delhi, 5-Sham Nath Marg, Delhi-54
12. A.A.O. Dte. of Small Saving & Lotteries, 5<sup>th</sup> Floor, N-Block Vikas Bhawan, I.P. Estate, New Delhi
13. All the Branch Incharge, Dte. of Audit, Delhi Sectt. New Delhi
14. Dte. of Information and Publication Block No. IX, Old Sectt.
15. Dte. of Forest and Wild Life, Vikas Bhawan I.P. Estate, New Delhi
16. Notice Board, Dte. of Audit
- ✓ 17. AAO(Audit)/Nodal Officer(website)

**PROFORMA FOR INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2017-18**

<b>1</b>	<b>Employee ID No.</b>	
<b>2</b>	<b>Name</b>	
<b>3</b>	<b>Designation</b>	
<b>4</b>	<b>PAN No.</b>	
<b>5</b>	<b>Exemption</b>	
<b>6</b>	<b>Deductions under section VI-A of the I. Tax Act</b>	
(i)	House Rent Allowances (If the employee is living in a rented house,. This is subject verification with service records.) <b>Original receipts to be attached along with PAN NO. of owner.</b>	
(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. 2,00,000/-	
(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	
<b>7</b>	<b>Tax Rebate (Consolidated limit of Rs. 1,50,000/- for savings)</b>	
(i)	Insurance Premium (Total Amount per annum)	
(ii)	PPF	
(iii)	PLI Premium	
(iv)	Tuition Fees for Two Children	
(v)	GPF	
(vi)	CGEIS	
(vii)	Recovery of HBA Loan	
(viii)	80 CCC Pension Scheme	
(ix)	NSC	
<b>8</b>	<b>List of attested copies of documents attached herewith</b>	
<b>9</b>	<b>List of Documents to be furnished by 31<sup>st</sup> March 2018</b>	
<b>10.</b>	<b>Income from other sources (if any)</b>	
<b>11</b>	<b>Tax Brackets</b>	
(i)	Upto Rs. 2,50,000/- Nil	
(ii)	Rs. 2,50,001 to Rs. 5,00,000 5%	
(v)	Rs.5,00,001 to Rs.10,00,000 20%	
(vi)	Above Rs.10,00,000 30%	

**(Sign. Of the Employee)**  
**Phone No. :**