

**PONDICHERY UNIVERSITY, PONDICHERRY**  
**STATEMENT OF CALCULATION OF INCOME TAX**  
**FOR THE FINANCIAL YEAR 2011-12**



(Please carefully read the instruction/note attached herewith  
before filling up this statement)

*PART – A* (Refer Note 1)

- |  |   |                                  |
|--|---|----------------------------------|
| a) PAN Number  | : | (Enclose Xerox copy of Pan-card) |
| b) E.C.No.   | : |                                  |
| c) <b>Name of the Employee</b>                                     | : | Male/Female                      |
| d) <b>Designation</b>  | : | Cell No                          |
| e) Name of the School/Dept/Section/<br>Centre etc in which working | : | Date of Birth:                   |
| f) GIR No.   | : |                                  |

***PART – B***

**1. (I) Total Gross Salary Income**

(Refer Note 2) :

- |   |       |
|---|-------|
| a) Gross Salary received  | : Rs. |
| b) Pay Arrears received   | : Rs. |
| c) D.A. Arrears received  | : Rs. |
| d) University's Contribution to New Pension Scheme                              | :Rs.  |
| e) Bonus received   | : Rs. |
| f) Honorarium received  | : Rs. |
| g) OTA received   | : Rs. |
| g) Remuneration received  | : Rs. |
| i) Children's Tuition fee reimbursement received                                | : Rs. |
| j) Medical Reimbursement (Total during the year)<br>exceeding Rs.12000 received | : Rs. |

(II) **ADD (a)** Any other perquisites Remuneration,  
Etc. received (Refer Note. 3) :Rs.

- 2. LESS :** (i) HRA exempted (Refer Note 4) : Rs.  
(ii) Transport Allowance exempted : Rs.  
(For handicapped Max 1600pm/  
Others Max 800/pm)  
(iii) Professional Tax paid : Rs.

**3. Total Salary Income (1 – 2) : Rs.**

**4. Income from House Property :**

**i) For Self Occupied property**

**LESS :** Interest paid on HBA/Housing Loan {Max 1.5 Lakhs} :Rs.

**(ii) For Income from Let out property**

- |  |       |
|--|-------|
| a) Income from Let out property  | :Rs.  |
| b) <b>LESS</b> House Tax paid  | : Rs. |
| c) Net Value of income [(a) – (b)]   |       |
| <b>d) LESS</b> 30% of Net Value (c) for repairs and maintenance            | :Rs:  |
| e) <b>LESS</b> Interest paid on HBA/Housing loan                           | :Rs.  |
| f) Income chargeable under income from house property<br>(c) – [(d) +(e) ] | :Rs.  |

**5. Income from Other Sources**

- |  |       |
|--|-------|
| (i) Interest on NSC VIII issue/NSS/UTI etc | : Rs. |
| (ii) Interest on Govt. Securities          | : Rs. |
| (iii) Bank Interest                        | : Rs. |
| (iv) Any Other Income                      | : Rs. |

**6. Aggregate of (3) – 4(i)+(5) or (3) +4(ii) +(5) : Rs.**

7, LESS **Deduction under Section 80 C, 80 CCC & 80 CCD \* (Refer Note 6)**

- (i) a) Contribution in Provident Fund(GPF/CPF/NPS) : Rs.  
b) Life Insurance Premium paid : Rs.  
c) Repayment of Housing Loans paid (Principal) ;Rs.  
d) Infrastructure Bond purchased : Rs.  
e) Tuition fees paid : Rs.  
f) Group Insurance premium : Rs.  
g) PLI Premium paid/PPF : Rs.  
h) NSC Investment : Rs.  
i) Investment on Govt. Securities : Rs.  
j) Investment on approved shares : Rs.  
k) Contribution in Pension Fund : Rs.  
l) Investment in approved mutual funds (*Sec 80 CCC*) : Rs.  
m)Investment on other approved institutions : Rs.

**Total Deduction Claimed**(Subject to maximum of Rs.1,00,000) :Rs.

**8. LESS Contribution to Long Term Infrastructure Bond** :Rs.  
**((80CCF Maximum Rs.20,000/-)**

**9. LESS Contribution in Mediclaim policy (*Sec 80 D*) \*** :Rs.  
(Refer Note 7)

**10. LESS Expenditure on Medical Treatment incurred for physically Handicapped dependant (*Sec 80 DD*)\*** :Rs.  
(Refer Note 8)

**11. Interest paid on Loan taken for Education (*Sec 80 E*)\*** :Rs.

**12. LESS Donation paid to the approved institution(*Sec 80 G*)\*** :Rs.

**13. Total Taxable Income [6 – (7+8+9+10+11+12)]** :Rs.

**14. Tax on Total Taxable Income (Refer Note 9)** :Rs.

**15. Education Cess (3% on Colo. 14)** :Rs.

**16. Total Tax ( Colo. 14 + Colo 15)** :Rs.

**17. LESS Tax deducted at source/from arrears** :Rs.

**18. LESS Advance Tax, Self Assessment Tax paid** :Rs.

**19. Balance Tax Payable (16 – [(17 +18)])** :Rs.

**20. Proposal to recover the Balance Tax** : Rs.

**I hereby authorize the Drawing Officer/Disbursing Officer to deduct the balance amount of tax from my monthly salary as detailed below.**

|         |     |         |     |
|---------|-----|---------|-----|
| OCT' 11 | Rs. | JAN' 12 | Rs. |
| NOV' 11 | Rs. | FEB' 12 | Rs. |
| DEC' 11 | Rs. |         |     |

**\*(All these deductions are subject to limitations stated in Income Tax Rules)**

**Declaration**

I \_\_\_\_\_ hereby certify that the above, information submitted by me is true and correct to the best of my knowledge and I did not suppress any material facts. In case of any discrepancy/controversy in r/o proofs furnished, I agree to go by the IT deductions made by the University based on the records of University.

**Signature** :

Place : Puducherry **Name** :

Date : / / 2011 **Designation** :

**IMPORTANT NOTES FOR FILLING UP THE INCOME TAX  
CALCULATION STATEMENT**

|        |   |
|--------|---|
| Note 1 | The PAN and GIR numbers should be necessarily filled at the Part-A of the Income Tax Statement Form. Any form submitted without these important information will not be accepted and it will be returned to the individuals immediately   |
| Note 2 | The pay arrears/D.A. arrears received during the financial year should be included under Sl.No.1 (I)  |
| Note 3 | All the additional income received by way of honorarium, remuneration from Pondicherry University and other institutions are to be included under Sl.No.1 (II)  |
| Note 4 | <p>For claiming HRA exemption a working sheet has to be attached in the following methods.</p> <p style="text-align: center;"><b>HRA EXEMPTION WORKING SHEET</b></p> <p>I. Actual HRA received (Annual) : Rs</p> <p>II Rent Paid in Excess of 10% of Salary<br/>i.e.10% of (Basic pay + Grade pay (annual)) : Rs.</p> <p>III 40% of Basic + Grade Pay (Annual) : Rs..</p> <p>IV The Least amount among I, II and III : Rs.<br/>(Proof for payment of house rent has to be attached denoting the location of the house, signature of the Land Lord, his name and address</p> |
| Note 5 | The copy of the permission letter obtained from the University for house construction and copy of the certificate issued by the Institution which released House Building Advance/Housing Loan etc, by clearly mentioning payments of principal and interest, are to be necessarily submitted for claiming deduction under Sl.No.8. Otherwise the claim will be summarily rejected.   |
| Note 6 | The remittances towards Provident Fund, Insurance premium, HBA (principal), PLI etc made by the assessee directly other than salary recovery, are to be proved through proper evidences. Otherwise the contribution made through salary recovery alone will be taken into account for allowing deduction under Section 80 C (Sl. No.10)   |
| Note 7 | Under Section 80 D deduction is allowed for medical insurance premium paid under approved schemes which are popularly known as MEDICLAIM for maximum of Rs.20,000 for the Senior Citizen (60 years and above) and Rs.15,000 for others.   |
| Note 8 | Under Section 80 DD deduction is allowed in respect of expenditure incurred for medical treatment of the handicapped dependant etc. and deposit made for maintenance of handicapped dependants for a maximum amount of Rs. 50,000. To avail this deduction the dependant should be an handicapped with disability of 40 % and above and the assessee should produce the dependency certificate, physical disability certificate and proof for incurring the expenditure for treatment, rehabilitation, maintenance etc and Rs.1,00,000/- in the case of severe disability.  |

|                |  |
|----------------|--|
| <p>Note 9</p>  | <p style="text-align: center;"><b>INCOME TAX CALCULATION TABLE FOR TAXABLE INCOME</b></p> <p><b>I. FOR INDIVIDUALS</b></p> <p>a) upto Rs. 1,80,000 : Tax : Nil</p> <p>b) from Rs.1,80,001 to Rs.5,00,000 : 10 % of income exceeding Rs.1,80,000</p> <p>c) from Rs.5,00,001 to Rs.8,00,000 : Rs.32,000 plus 20% of income exceeding Rs.5,00,000</p> <p>d) Above Rs.8,00,001 : Rs.92,000plus 30% of income exceeding Rs.8,00,000</p> <p><b>II. FOR WOMEN</b></p> <p>a) upto Rs. 1,90,000 : Tax : Nil</p> <p>b) from Rs.1,90,001 to Rs.5,00,000 : 10 % of income exceeding Rs.1,90,000/-</p> <p>c) from Rs.5,00,001 to Rs.8,00,000 : Rs.31,000 plus 20% income exceeding Rs.5,00,000/-</p> <p>d) Above Rs.8,00,001 : Rs.91,000plus 30% income exceeding Rs.8,00,000/-</p> <p><b>III FOR SENIOR CITIZEN<br/>(60 YEARS AND ABOVE BUT LESS THAN 80 YEARS)</b></p> <p>a) upto Rs. 2,50,000 : Tax : Nil</p> <p>b) from Rs.2,50,001 to Rs.5,00,000 : 10 % of income exceeding Rs.2,50,000/-</p> <p>c) from Rs.5,00,001 to Rs.8,00,000 : Rs.25000 plus 20% of income exceeding Rs.5,00,000/-</p> <p>d) Above Rs.8,00,001 : Rs.85,000plus 30% of income exceeding Rs.8,00,000/-</p> |
| <p>Note 10</p> | <p>Under the Income Tax rules, deduction from gross income towards tax benefit will be allowed strictly subject to production of relevant proofs to the satisfaction of the Pay Drawing and Disbursing Officer. Hence all the employees are hereby informed to produce the proofs along with IT Calculation Statement in time for such deductions as claimed by them. Otherwise such deduction will be automatically disallowed.</p>   |
|                | <p><b><u>Schedule for submission of Income Tax Calculation forms.</u></b></p> <p>a) Last date for submission Income Tax Calculation Statement in the Finance Section : <b>14<sup>th</sup> October 2011</b><br/>With Proof for claiming deductions</p> <p>b) Form 16 Will be issued from : <b>MAY 2012</b></p>  |