

File No - 6/9/Salary/2018-19/T.D.S. (Savings)
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI -110016
Accounts Branch (Salary Section)

Dated: 14th September, 2018

CIRCULAR

**Subject: Income Tax deduction from salaries during the financial year 2018-19
(Assessment year 2019 -20) – regarding.**

All Faculty and Non-Faculty staff of the Council are requested to furnish the details of savings, other than those available with Accounts Branch, Salary Section in the enclosed Proforma Annexure-I/12C in order to regulate Income Tax properly. This may be returned positively to **Senior Accountant, Salary Section, Accounts Branch**, NCERT duly completed and supported by the required documents signed by the employee concerned by **15th October-2018** positively **failing which** the Income Tax will be calculated on the basis of PBR records and will be recovered from the monthly salary till February 2019. Further for deduction of Interest/Principal on borrowed capital for Housing purpose, the details may be submitted in the Proforma – 12C. **The Proformas are also uploaded in the NCERT Website.** The same may be downloaded and submitted duly completed and supported with required documents.


Accounts Officer
(Salary Section)

Encl: as above.
All Concerned Staff

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI -110016

PROFORMA – 1

Statement For Accounting Year 2018-19

- Name of the employee Pan No.....
Emp.No Designation Department.....
AADHAR Number Mobile
- Income from other sources including (a).....
Interest earned on Bank Account (b).....
(Please specify with details) (c).....
- Total amount of Investment/Savings etc. (Attach proof) (Self attested photocopies)
- (a) N.S.C Purchased Rs..... Dated :
- (b) Interest of N.S.C. Rs.....
- (c) Premium on PLI/CTD/ULIP Rs.....
- (d) Premium of Life Insurance (LIC) Rs.....
- (e) PPF Rs.....
- (f) Tuition Fee (For 2 Children only) Rs.....
- (g) Any other saving qualifying for
Rebate U/S 80, 80D, 80C etc. Rs.....
- (h) Interest on borrowed capital for Rs.....
- (i) House Completion Certificate/
House Possession Certificate of Property for
which Housing Loan Was taken ? (Mandatory) Rs.....
- Deduction admissible
- (a) House rent paid Rs.....
(Subject to production to 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. Please give complete Postal Address of your residence along with contact number and **PAN number of the Landlord.**
- (b) Loss from House Property Rs.....
- (c) Deduction 80D etc. Rs.....
- (d) Any other deduction admissible Rs.....

Signature

Name

Date

*Note :- The annual interest paid on House Building Advance is to be treated as loss from House Property. The beneficiaries of this clause are required to fill up the form 12C enclosing therewith a computation of such loss from House Property

FORM NO. 12C

[See rule 26B]

Form for sending particulars of income under section 192(2B) for the year ending 31st March, 2019

1. Name and address of the employee
2. Permanent Account Number
3. Aadhar Card Number
4. Residential status
5. 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 form house property") received in the financial year

	Rs.
(a) Income from house property (in case of loss, enclose computation thereof)
(b) Profits and gains of business or profession
(c) Capital gains
(d) Income from other sources	Rs.
i) Dividends
ii) Interest
iii) Other incomes
(Specify)	
TOTAL	Rs.

6. Aggregate of sub-items (i0 to (iv) of item 4
7. Tax deducted at source [enclose certificate(s) issued under section 203]

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 of the employee