CIRCULAR

Subject: Income Tax deduction from salaries during the financial year 2019-20 (Assessment year 2020-21) – 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-1 / 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 25 November – 2019 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 Performa - 12 C The Proformas are also uploaded in the NCERT Website. The same may be downloaded and submitted duly completed and supported with required documents.

Encl: as above.
1. All Concerned Staff

2. With request to J.D CIET, Please uploaded the same on NCERT website on home page.

Accounts Officer
( Salary Section )
PROFORMA - 1

Statement For Accounting Year 2019-20

- Name of the employee ................................................................. Pan No. ........................................
  Emp.No .................. Designation ........................................... Department ......................
  AADHAR Number ................................................................. Mobile ..............................

- Income from other sources including
  Interest earned on Bank Account  ........................................
  (Please specify with details) ........................................

- 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 PLY/CTD/ULIP ......................................................... Rs..............................................
  (d) Premium of Life Insurance (ULC) .............................................. Rs..............................................
  (e) PPF ..................................................................................................................... Rs..............................................
  (f) Tuition Fee (For 2 Children only) .............................................. Rs..............................................
  (g) Any other saving qualifying for Rebate U/S 80C, 80D, 80CC etc. .......................................................... Rs..............................................
  (h) Interest on borrowed capital for .............................................. Rs..............................................
  (i) House Completion Certificate /
      House Possession Certificate of Property for which Housing Loan was taken? (Vaccancy)

- Deduction admissible
  (a) House rent paid ................................................................. Rs..............................................
      (Subject to production to Rent receipt s. Proof of residence, copy of latest House Tax paid & Registered rent
      agreement) DA will be included for allowable 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 enclasing therewith a computation of such loss from
House Property*