

# Income Tax Statement for the Financial Year 2020-21

(Assessment Year 2021-2022)

Name of Employee:

PAN:

Designation:

Office:

Category: Individual (Age: below 60 years)

Income Tax Slab: Slab 2019-20 (OLD)

to be furnished by the employees / officers whose income exceeds Rs. 2,50,000/-

|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|----------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------|------------------------------------------------------|
| <b>1</b>                         | <b>a</b>                                                                         | Gross Salary / Pension for the month : (includes Salary, DA, HRA, CCA, Interim Relief, OT Allowance, Deputation Allowance, Medical Allowance, etc.) |                                   |                 |                                                      |
|                                  |                                                                                  | April - 2020                                                                                                                                        |                                   |                 |                                                      |
|                                  |                                                                                  | May - 2020                                                                                                                                          |                                   |                 |                                                      |
|                                  |                                                                                  | June - 2020                                                                                                                                         |                                   |                 |                                                      |
|                                  |                                                                                  | July - 2020                                                                                                                                         |                                   |                 |                                                      |
|                                  |                                                                                  | August - 2020                                                                                                                                       |                                   |                 |                                                      |
|                                  |                                                                                  | September - 2020                                                                                                                                    |                                   |                 |                                                      |
|                                  |                                                                                  | October - 2020                                                                                                                                      |                                   |                 |                                                      |
|                                  |                                                                                  | November - 2020                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  | December - 2020                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  | January - 2021                                                                                                                                      |                                   |                 |                                                      |
|                                  |                                                                                  | February - 2021                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  | March - 2021                                                                                                                                        |                                   |                 |                                                      |
|                                  |                                                                                  | <b>2</b>                                                                                                                                            | <b>b</b>                          | Leave Surrender |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   | <b>c</b>        | Festival Allowance / Bonus / Ex-gratia and Incentive |
| Pay revision Arrears, DA Arrears |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
| Total Salary Income (a+b+c+d)    |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
| <b>3</b>                         | Deduct: HRA in the case of persons who actually incur expenditure by way of Rent |                                                                                                                                                     |                                   |                 |                                                      |
|                                  | <b>i</b>                                                                         | Actual HRA Received the year                                                                                                                        |                                   |                 |                                                      |
|                                  |                                                                                  | Actual rent paid in excess of 1/10 th of the salary                                                                                                 |                                   |                 |                                                      |
|                                  |                                                                                  | 40% of the salary                                                                                                                                   |                                   |                 |                                                      |
|                                  |                                                                                  | (i) to (iii) whichever is least is exempted                                                                                                         |                                   |                 |                                                      |
| <b>4</b>                         | <b>Deduct:</b>                                                                   | <b>a</b>                                                                                                                                            | Standard Deduction (Rs. 50,000/-) |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     | Conveyance Allowance              |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     | Professional Tax Paid             |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
| <b>5</b>                         | Net Salary Income (3-4)                                                          |                                                                                                                                                     |                                   |                 |                                                      |
|                                  | Deduct interest on HBA (Max Rs. 30,000 before 1.4.1999 or 2 Lakh. Sec 24(b))     |                                                                                                                                                     |                                   |                 |                                                      |
|                                  | Any other income (Business, Capital Gains or Other Sources)                      |                                                                                                                                                     |                                   |                 |                                                      |
|                                  | Gross Total Income (5-6+7)                                                       |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
|                                  |                                                                                  |                                                                                                                                                     |                                   |                 |                                                      |
| <b>6</b>                         | <b>(a)</b>                                                                       | Health Insurance - Mediciclaim (maximum of Rs. 25,000 + parents Rs.25,000 / 30,000)                                                                 |                                   |                 |                                                      |
|                                  |                                                                                  | Expense on treatment of mentally or physically handicapped dependents                                                                               |                                   |                 |                                                      |
|                                  |                                                                                  | Expenditure on medical treatment of the employee for specified deceases                                                                             |                                   |                 |                                                      |
|                                  |                                                                                  | Interest on Educational Loan for higher education for self or dependent children                                                                    |                                   |                 |                                                      |
|                                  |                                                                                  | Payment to Annuity Plan of Pension fund like LIC                                                                                                    |                                   |                 |                                                      |
|                                  |                                                                                  | Donation to various charitable and other funds including PMs National Relief Fund                                                                   |                                   |                 |                                                      |
|                                  |                                                                                  | Contribution made to political party / electoral trust                                                                                              |                                   |                 |                                                      |
|                                  |                                                                                  | Deduction for person with disability [Rs. 75,000; if disability over 80% Rs. 1.25 lakh]                                                             |                                   |                 |                                                      |
|                                  |                                                                                  | Subscription to long term infrastructure Bonds u/s.80CCF [max. Rs. 20,000/-]                                                                        |                                   |                 |                                                      |
|                                  |                                                                                  | Remaining Contribution to NPS (Max Rs.50,000)                                                                                                       |                                   |                 |                                                      |
|                                  |                                                                                  | TOTAL                                                                                                                                               |                                   |                 |                                                      |

|    |                                                                                     |          |
|----|-------------------------------------------------------------------------------------|----------|
| 10 | Deductions under section 80C, 80CCC, 80CCD [max. Rs. 1,50,000/-]                    |          |
|    | (a) Life Insurance premia of self, spouse or children                               |          |
|    | (b) Purchase of NSC VIII issue                                                      |          |
|    | (c) Contribution to GPF (Subscription, DA Arrear, Pay Revision Arrear, etc)         |          |
|    | (d) Contribution to SLI, GIS, FBS, GPAIS, etc (Total)                               |          |
|    | (e) Term deposit with Scheduled Bank for a fixed period of not less than 5 years    |          |
|    | (f) Purchase of tax saving units of Mutual Fund or UTI                              |          |
|    | (g) Tution fees for full-time education to any 2 children                           |          |
|    | (h) Housing Loan Repayment (Principal) and Stamp duty paid for purchase of property |          |
|    | (i) Subscription to equity shares or debentures of an eligible issue                |          |
|    | (j) Contribution to PPF account of Self, Spouse or Children                         |          |
|    | (k) Subscription of Infrastructure Bonds of NABARD                                  |          |
|    | (l) Deposit under Senior Citizen Saving Scheme                                      |          |
|    | (m) Five year Time Deposit in Post Office                                           |          |
|    | (n) Contribution to NPS (Max 10% of Basic+DA)                                       |          |
|    | <b>TOTAL</b>                                                                        |          |
| 11 | Total Income rounded off to nearest multiple of ten rupees ( 8 - 9 - 10 )           |          |
| 12 | Tax on Total Income                                                                 |          |
| 13 | Less: Rebate for the Income upto 5 Lakhs u/s 87 A ( Max Rs. 12,500 )                |          |
| 14 | Income tax after Rebate ( 12 - 13 )                                                 |          |
| 15 | Health and Education Cess [ @ 4% of (14) ]                                          |          |
| 16 | Total Tax Payable ( 14 + 15 )                                                       |          |
| 17 | Less: Relief for arrears of salary u/s. 89(1)                                       |          |
| 18 | Balance Tax Payable ( 16 - 17 )                                                     |          |
| 19 | Amount of Tax already deducted from salary                                          |          |
| 20 | <b>Balance Income Tax to be paid</b>                                                | <b>0</b> |

Place:

Signature:

Date:

#### DECLARATION

(Cases in which the amount of HRA drawn is excluded from the Gross Salary)

I , ... .. , Do hereby declare that I am actually incurring expenditure towards payment of rent of my residential accomodation to House No ..... Place ..... And that the amount of rent actually paid by me during 2020 - 21 is Rs. ... ..

Place:

Signature:

Date:

Countersigned