

# Income Tax Statement for the Financial Year 2024-25

(Assessment Year 2025-2026)

Name of Employee:

PAN:

Designation:

Office:

Category: Individual (Age: below 60 years)

Income Tax Slab: OLD Regime

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

|  |         |  |  |  |
|--|---------|--|--|--|
| 1  | a       | Gross Salary / Pension for the month : (includes Basic Pay, DA, HRA, CCA, Interim Relief, OT Allowance, Deputation Allowance, Medical Allowance, etc.) |  |  |
|  |         | March - 2024   |  |  |
|  |         | April - 2024   |  |  |
|  |         | May - 2024   |  |  |
|  |         | June - 2024  |  |  |
|  |         | July - 2024  |  |  |
|  |         | August - 2024  |  |  |
|  |         | September - 2024   |  |  |
|  |         | October - 2024   |  |  |
|  |         | November - 2024  |  |  |
|  |         | December - 2024  |  |  |
|  |         | January - 2025   |  |  |
|  |         | February - 2025  |  |  |
|  |         | b  | Leave Surrender                                      |  |
|  |         |  | Festival Allowance / Bonus / Ex-gratia and Incentive |  |
| Pay Revision Arrears, DA Arrears, Other Arrears                                  |         |  |  |  |
| Excess Pay drawn, Dies non, etc.   |         |  |  |  |
| Total Salary Income (a+b+c+d-e)  |         |  |  |  |
| Deduct: HRA in the case of persons who actually incur expenditure by way of Rent |         |  |  |  |
| 2  | i       | Actual HRA Received the year   |  |  |
|  |         | Actual rent paid in excess of 1/10 th of the salary (Basic Pay + DA)   |  |  |
|  |         | 40% of the salary (Basic Pay + DA)   |  |  |
|  |         | (i) to (iii) whichever is least is exempted  |  |  |
| 3  |         | Balance (1-2)  |  |  |
| 4  | Deduct: | a  | Standard Deduction (Rs. 50,000/-)                    |  |
|  |         | b  | Conveyance Allowance                                 |  |
|  |         | c  | Profession Tax Paid                                  |  |
| 5  |         | Net Salary Income (3-4)  |  |  |
| 6  |         | Housing Loan Interest - Max : Rs. 2 Lakh (Additional Rs. 1.5 Lakh under Section 80EEA)   |  |  |
| 7  |         | Any other income (Business, Capital Gains or Other Sources)  |  |  |
| 8  |         | Gross Total Income (5-6+7)   |  |  |
| 9  | (a)     | Health Insurance - Mediciam (maximum of Rs.25,000 / 50,000 + parents Rs.25,000 / 50,000)   |  |  |
|  |         | Expense on treatment of mentally or physically handicapped dependents  |  |  |
|  |         | Expenditure on medical treatment of the employee for specified diseases  |  |  |
|  |         | Interest on Educational Loan for higher education for self or dependent children   |  |  |
|  |         | 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)  |  |  |
|  |         | Interest paid for Electric Vehicle Loan (Max : Rs. 1.5 Lakh)   |  |  |
|  |         | Interest income from SB, Fixed deposit,... (Max : Rs.10,000/- ; Rs.50,000/- for senior citizen)  |  |  |
|  |         | (l)  |  |  |
|  |         | (m)  |  |  |
| TOTAL  |         |  |  |  |

|    |   |          |
|----|---|----------|
|    | 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 |          |
| 10 | (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)                                       |          |
|    | (o) Payment to Annuity Plan of Pension fund like LIC                                |          |
|    | (p)   |          |
|    | (q)   |          |
|    | <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 | Surcharge [ 10% of (14) if (11) > 50 lakh; 15% if (11) > 1 crore ]                  |          |
| 16 | Health and Education Cess [ @ 4% of (14+15) ]                                       |          |
| 17 | Total Tax Payable ( 14 + 15 + 16 )  |          |
| 18 | Less: Relief for arrears of salary u/s. 89(1)                                       |          |
| 19 | Balance Tax Payable ( 17 - 18 )   |          |
| 20 | Income tax deducted from salary, Advance tax paid                                   |          |
| 21 | Balance Income Tax to be paid   | <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 2023 - 24 is Rs. ... ..

Place:

Signature:

Date:

Countersigned