

**DIRECTORATE OF AUDIT  
GOVERNMENT OF N.C.T. OF DELHI  
C-WING, 4<sup>TH</sup> LEVEL, DELHI SACHIVALAYA,  
I.P. ESTATE, NEW DELHI.**

No. F.12(2)/DOA/Accounts/Misc./2014/ 9713-29

Dated : 26-10-16

**CIRCULAR**

**SUBJECT: DETAILS OF SAVINGS AND DEDUCTIONS OF INCOME-TAX FOR THE FINANCIAL YEAR 2016-17.**

All the Officers/Officials are requested to kindly intimate their savings made/to be made during Financial Year 2016-17 in addition to their savings as per P.B.R. This information may please be sent to undersigned latest by 15.11.2016 positively, in the enclosed Proforma, failing which Income-Tax at the prevailing rates for the Financial Year 2016-17 shall be calculated and recovered.

*H. D. Singh*  
**(DRAWING & DISBURSING OFFICER)**  
**DTE. OF AUDIT**

**Encl. As above (Proforma overleaf)**

**Copy forwarded for information and necessary action to:**

1. Jt. Secy. (Expenditure)/Accounts/Budget
2. P.S. to Pr. Secy. (Finance)
3. P.A. to Special Secretary(Finance)
4. DCA/Sr.A.O./A.O.(Internal Audit/LFA), Dte. of Audit, with the request to circulate the proforma to all the officers/officials working in field audit parties
5. Under Secretary (Finance) Budget/A.O.(Budget)
6. Under Secretary (Finance) Accounts.
7. Officers/staff working in diverted capacity.
8. AAO (Admn./Accounts)
9. Notice Board for information to all concerned
10. Website of Dte. Of Audit

**PROFORMA FOR INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2016-17**

<b>1</b>	<b>Employee ID No.</b>	
<b>2</b>	<b>Name</b>	
<b>3</b>	<b>Designation</b>	
<b>4</b>	<b>PAN No. (obligatory)</b>	
<b>5</b>	<b>Exemption</b>	
<b>6</b>	<b>Deductions under section VI-A of the I. Tax Act</b>	
(i)	U/s 80GG House Rent (original receipts to be attached)	
(ii)	U/s 80DD Expenditure for the medical treatment, training and rehabilitation of a dependent being a person with disability 80%	
(iii)	U/s 80 Medical Insurance Premium	
(iv)	U/s 24 Interest paid on housing loan for self-occupied house property loan sanctioned prior to 1/4/99. Max. of Rs. 30,000/- on or after 1/4/99 Maximum of Rs. 2,00,000/-	
(v)	U/s 80-U Govt. Servant with disability (Maximum of Rs. 50000/-)	
(vi)	U/s 80-E Deduction in respect of loans for pursuing higher studies for self	
<b>7</b>	<b>Tax Rebate (Consolidated limit of Rs. 1,50,000/- for savings)</b>	
(i)	Insurance Premium (Total Amount per annum)	
(ii)	PPF	
(iii)	PLI Premium	
(iv)	ULIP	
(v)	Tuition Fees for Two Children	
(vi)	GPF	
(vii)	CGEIS	
(viii)	Recovery of HBA Loan	
(ix)	80 CCC Pension Scheme	
(x)	NSC	
	NSC No.                      Date of Purchase                      Amount	
<b>8</b>	<b>List of attested copies of documents attached herewith</b>	
<b>9</b>	<b>List of Documents to be furnished by 31<sup>st</sup> March 2015</b>	
<b>10.</b>	<b>Income from other sources (if any)</b>	
<b>11.</b>	<b>Tax Brackets</b>	
(i)	Upto Rs. 2,50,000/-	Nil
(ii)	Rs. 2,50,001 to Rs. 5,00,000	10%
(v)	Rs.5,00,001 to Rs.10,00,000	20%
(vi)	Above Rs.10,00,000	30%

**(Sign. Of the Employee)**  
**Phone No. :**