

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

No. F.12 (2)/DOA/Accounts/Misc./2017/ 8531-55

Dated : 16-10-17

CIRCULAR

**SUBJECT: DETAILS OF SAVINGS AND DEDUCTIONS OF INCOME-TAX
FOR THE FINANCIAL YEAR 2017-18.**

All the Officers/Officials are requested to other than intimate their savings made/to be made during Financial Year 2017-18 in addition to their savings as per P.B.R. This information may please be sent to undersigned latest by 15.11.2017 positively, in the enclosed Proforma, failing which Income-Tax as per the information available shall be assessed and recovery effected.



**DRAWING & DISBURSING OFFICER
DTE. OF AUDIT**

Encl.

As above (Proforma overleaf)

Copy to:

1. Secretary to Dy. C.M. GNCT of Delhi.
2. Secy. to Minister (Tourism, Art, Culture & Languages etc), GNCT of Delhi 8th Floor, Delhi Sectt. New Delhi.
3. OSD to Chief Secretary, O/o the chief Secretary, GNCT of Delhi, 5th floor Delhi Sectt.
4. Joint Secretary (Budget/Expenditure/Accounts/Infr.) Finance Deptt. Delhi
5. Dy. Secy.(I,II,III,IV,V,VI), Finance Deptt. Delhi Sectt. New Delhi
6. Dy. Secretary, Dte. of Vigilance, Govt. of NCT of Delhi, 4th Level, Delhi Sectt New Delhi
7. PS to Pr. Secy. (Finance), Finance Deptt. Delhi Sectt. New Delhi
8. PS to Spl. Secy.(Finance), Finance Deptt. Delhi Sectt.
9. P.A. to Chairperson, Delhi Commission for Women, Vikas Bhawan, New Delhi
10. The Supt. (ACP Cell), Services Department, 5th floor Delhi Sectt New Delhi
11. The Supt. Dialogue and Development Commission of Delhi, 5-Sham Nath Marg, Delhi-54
12. A.A.O. Dte. of Small Saving & Lotteries, 5th Floor, N-Block Vikas Bhawan, I.P. Estate, New Delhi
13. All the Branch Incharge, Dte. of Audit, Delhi Sectt. New Delhi
14. Dte. of Information and Publication Block No. IX, Old Sectt.
15. Dte. of Forest and Wild Life, Vikas Bhawan I.P. Estate, New Delhi
16. Notice Board, Dte. of Audit
17. AAO(Audit)/Nodal Officer(website)

PROFORMA FOR INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2017-18

1	Employee ID No.	
2	Name	
3	Designation	
4	PAN No.	
5	Exemption	
6	Deductions under section VI-A of the I. Tax Act	
(i)	House Rent Allowances (If the employee is living in a rented house,. This is subject verification with service records.) Original receipts to be attached along with PAN NO. of owner.	
(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	
7	Tax Rebate (Consolidated limit of Rs. 1,50,000/- for savings)	
(i)	Insurance Premium (Total Amount per annum)	
(ii)	PPF	
(iii)	PLI Premium	
(iv)	Tuition Fees for Two Children	
(v)	GPF	
(vi)	CGEIS	
(vii)	Recovery of HBA Loan	
(viii)	80 CCC Pension Scheme	
(ix)	NSC	
8	List of attested copies of documents attached herewith	
9	List of Documents to be furnished by 31st March 2018	
10.	Income from other sources (if any)	
11	Tax Brackets	
(i)	Upto Rs. 2,50,000/-	Nil
(ii)	Rs. 2,50,001 to Rs. 5,00,000	5%
(v)	Rs.5,00,001 to Rs.10,00,000	20%
(vi)	Above Rs.10,00,000	30%

(Sign. Of the Employee)
Phone No. :