

**REMINDER**

**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.7(Misc)/Acctts/2010-11/ 7940 - 7947

Dated : 9-12-2013

**CIRCULAR**

**SUBJECT: DETAILS OF SAVINGS AND DEDUCTIONS OF INCOME-TAX FOR THE FINANCIAL YEAR 2013-14.**

Please refer to this office's earlier Circular No. F.7(Misc)/Acctts/2010-11/7107-14 Dated 28-10-2013 wherein it was informed that "All the Officers/Officials, whose Gross Income is taxable during the year 2013-14 may intimate their savings made/to be made during this Financial Year in addition to their savings as per the P.B.R by 30/11/2013 in the enclosed Proforma. But the same is still awaited from some of the Officers/Officials.

It is once again requested to send the required Proforma duly filled in latest by 13/12/2013 failing which tax as per the applicable rates for the financial year 2013-14 will be finalized/deducted.

  
**DRAWING & DISBURSING OFFICER**

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

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

1. PA to Controller of Accounts (Audit)
2. DCA(Admn.)/Head of Office
3. Sr. A.O. (Audit)/ A.O.(Audit), Dte. of Audit, with the request to circulate the profoma to all the officers/officials working in field audit parties
4. Under Secretary ( Finance) Budget.
5. Under Secretary (Finance) Accounts.
6. Officers/staff working in diverted capacity.
7. AAO (Admn./Accounts)
8. Notice Board for information to all concerned

**PROFORMA FOR INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2013-14**

<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. 1,50,000/-	
(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. 1,00,000/- 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 2014</b>	
<b>10.</b>	<b>Income from other sources (if any)</b>	
<b>11</b>	<b>Tax Brackets</b>	
(i)	Upto Rs. 2,00,000/-	Nil
(ii)	Rs. 2,00,001 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. :**