

Government of India
Ministry of Communications
Department of Telecommunication
(PAY BILL SECTION)


Dated: 3rd October, 2017

CIRCULAR

Subject:- Submission of Salary and Savings details for Income Tax Calculation for the year 2017-18 - Reg.

All the officers/officials of DOT(HQ) are requested to fill their salary and savings details in the **Proforma positively by 14th October, 2017, failing which their Income Tax w.e.f October, 2017 will be deducted as per details available in the PBR.** They are also requested to enclose the copies of their savings other than savings shown in Pay Bill Register.

2. The Proforma for the F.Y. 2017-18 is available at website dot.gov.in under the Heading "Download Forms" & also in e-office. Further, they are also requested to ensure that their PAN is correctly fed in the PBR and CDDO Package.


(G. Baskaran)
Director(A/C-II)

Encl:- As above.

To

- 1 All officers/officials of DoT(HQ), for their information through Notice Boards.
2. Director(IT-V), DoT(HQ), New Delhi with the request to **upload the Circular & the Proforma for the year 2017-18** on the website of DOT under the DOWNLOAD FORMS & also in e.office. **He is also requested to remove the old Proforma which is already available** at website dot.gov.in under the Heading Download Forms.

TAX CALCULATION FOR THE YEAR 2017-18

**DEPARTMENT OF TELECOMMUNICATION
PAY BILL SECTION
PART-I**

1. A) EMPLOYEE NO. :
 - B) NAME & DESGN. :
 - C) SEC./ROOM NO./
MOBILE NO. :
 - D) PAN NO.(**Photocopy Require** :
 - E) RESIDENTIAL ADD. :
TELEPHONE NO.
2. Whether Rebate on HRA is desired, if :
Yes, so, proof thereof to be attached
(If monthly rent is Rs. 8,350/- or above
PAN Card of the landlord to be enclosed
3. State annual contribution towards
savings under Sec.80C (proof to be
Given) (Restricted upto Rs,150,000)
- i) GPF / (Tier-I - NPS)
 - ii) PPF
 - iii) CGEGIS
 - iv) PLI/LIC Policies
 - v) Participation in ULIP
 - vi) 10/15 year CTD
 - vii) NSCs
 - viii) Other contribution allowed under IT Act
 - ix) Tution Fee (limited to two children)
 - x) HBA Installments (Principal)
 - xi) FDs (Tax saver)

TOTAL - RS. _____

PART-II

1. INCOME STATEMENT 2017-2018

MONTH	GROSS AMOUNT	GPF/TIER-I	CGEGIS	PLI/OTA LIC etc	INCOME TAX	
					INCOME TAX	EDUCATION CESS
March, 17						
April, 17						
May, 17						
June,17						
July, 17						
Augus17						
Sept.,17						
Oct., 17						
Nov. 17						
Dec.,17						
Jan.18						
Feb.,18						
Total						

2. OTHER PAYMENTS

Tuition Fee 1.	Bonus 2.	Leave encashment 3.	DA Arr.-I & II 4.	Arrears 5.	Any other payments 6.	Govt Contribution (NPS Emp) 7	TOTAL (1 TO 7)

3. TOTAL INCOME(1+2)

LESS OVER PAYMENT

GROSS SALARY/INCOME
(ANNUAL)

TO BE FILLED BY
THE OFFICER/OFFICIAL

FOR OFFICE
USE ONLY

1. GROSS SALARY
2. LESS ALLOWANCE TO THE EXTENT UNDER SECTION 10		
(a) HRA
(b) TRANSPORT ALLOW. (MAX Rs 1600/- p.m)
(c) TIER-I (for NPS Employees)
(d) C.G.H.S/Med. Claim(80D)
(e) Any Other Saving (as per Sl. No. 3 of the instructions.)
3. BALANCE(1-2)
4. Income Chargeable under the Head salaries
5. (i) Loss for House Properties (Proof to be attached)
(ii) Income from other sources
6. Gross Total Income
7. (i) Less Savings (Subject to a maximum of Rs.1,50,000/
8. Taxable Income (rounded to nearest zero.
9. Tax Payable
10. Education Cess @ 3%		
11. Total tax payable
12. Tax already deducted
13. Edu. Cess already deducted
14. Total Tax deducted
15. Balance Tax to be deducted (if any)

Signature

Name of Officer/Official :

Designation :

Tel. No. (Office) :

Calculation match with the PBR
Dealing Assistant

Checked

1. RATES OF INCOME TAX FOR THE FINANCIAL YEAR 2017-2018

TAXABLE INCOME	RATE OF INCOME TAX
(i) Upto Rs 2,50,000	NIL
Rs 2,50,001/- To Rs 5,00,000/-	5% of Income exceeding Rs 3,00,000
Rs 5,00,001/- To Rs 10,00,000/-	Rs 12,500/- + 20% of Income exceeding Rs 5,00,000/-
Rs 10,00,001/- and above	Rs 1,12,500/- + 30% of Income exceeding Rs 10,00,000/-

2. CALCULATION FOR REBATE OF HRA*

- (I) 50% OF SALARY*
- (II) RENT PAID IN EXCESS OF 10% OF SALARY*
- (III) ACTUAL HRA RECEIVED

- SALARY INCLUDES BASIC PAY+ GRADE PAY+ DA

(* LEAST OF THE ABOVE WILL BE ALLOWED FOR REBATE OF HRA UNDER SEC. 10 OF INCOME TAX ACT. 1961.)

**3. 80 D (MEDICAL INSURANCE) 80 DD (HANDICAPPED DEPENDENT)
80 DD (SELF HANDICAPPED) 80 E (EDUCATION) 80 G (DONATION)
80 U (PHYSICAL DISABILITY)**

Note: On Income from House property, ceiling of deduction of Interest on borrowed capital invested in the acquisition of construction of a self occupied.

- (i) Maximum of Rs 2,00,000/- only if such loan has been taken on or after 1.4.99 and the acquisition of the construction of the residential unit is completed within three years from the end of the Financial year in which the capital is borrowed.
- (ii) Maximum of Rs 30,000/- in other cases where the loan has been taken prior to 1.4.99.