

No.1/5/2019-Cash-II
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Soil and Materials Research Station

Date: 12/10/2020.

OFFICE MEMORANDUM

Subject: - Computation of Income tax for the financial year 2020-2021 corresponding to the Assessment year 2021-2022.

The tentative assessable income and Income Tax(IT) payable for the financial year 2020-21 is to be calculated in respect of all Gazetted and Non-Gazetted officials of this Department.


In this connection, a proforma inviting details of other income to be added to salary income and savings etc., is attached herewith. The proforma is the penultimate document for calculation of IT and monthly instalments of IT to be deducted. It is requested that data/information, if any, may be filled in the relevant columns of the proforma and return it to Cash Section positively by 20.10.2020. In case, no information is received by 20.10.2020, it will be presumed that the officer has no other additional income/additional savings to intimate except those saving being deducted through regular pay bills. Cash Section will calculate the income tax based on the available information. Any change in savings etc. will not be entertained after 31.12.2020. Thereafter, claim if any, may be submitted at the time of filing Income tax return directly for tax rebate etc from the Income tax department

2. It is also informed that the recovery of assessed Income Tax will be made in equal instalments from the salary for the month of November, 2020 to February, 2021.

3. Officers and staff are requested to ensure that the attested copies of documents in support of savings in CPF, NSC, LIC, TAX SAVING BONDS etc., and papers related to House Building Loans from Banks and Rent Receipts etc., be made available to Cash – II Section by 21.03.2021 without fail, otherwise in the absence of the required documents, the rebate allowed will stand withdrawn and indicated in Form – 16. It will, thereafter, be the responsibility of the concerned officer to pay the tax due along with interest, to the Income Tax Department.

4. The new Income Tax regime is effective from 01.04.2020 which gives Income Tax Payers the option to either continue with existing Tax regime or opt for new Tax regime every Financial year as per their convenience . All are requested to exercise their option in writing.

This issues with the approval of Director, CSMRS.


(DDO)
CSMRS
15/11/2020

1. Notice Board.
2. CSMRS, Website

Proforma: For Proforma please see overleaf

NOTE: Any changes in the savings/exemption etc will not be entertained after 28/02/2021 this is necessitated as this Department has been filing annual return through electronic mode. All are, therefore, requested to intimate the savings details along with the attested copies of the relevant documents within the stipulated time.

NOTE 2: In case of non-availability of Possession/Completion Certificate in respect of House Loan, the benefit of Interest on House Loan would not be considered by Cash – II Section under Section 192 of Income Tax.

INCOME TAX DECLARATION FORM FINANCIAL YEAR 2020-2021 (ASSESSMENT YEAR 2021-2022)

1.	Name & Designation of Officer		
2.	PAN No. (Mandatory)		
3.	Any other income reported by the employee; i.e. Housing property income, Family pension, Honorarium etc. other than paid at source from this Department.		
(i)	Income from House Property		
(ii)	Income from other sources		
4.	Whether the officer is residing in a rented house?		
4(i)	If so, please indicate amount of rent being paid and also attached printed rent receipt for the months from 04/2020 to 03/2021. Note: (Name, Address and PAN No. of the landlord must be mentioned in the rent receipts)		
5.	Deduction under Chapter VI-A : Please note that as provided in Section 80 CCE, aggregate amount of deduction under Section 80C, 80CCC and 80CCD shall not exceed Rs.1,50,000/- (Rupees one lakh fifty thousand only)		
5(i)	Saving for Rebate U/S 80(C)		
	(a)	GPF/NPS	
	(b)	CGEGIS	
	(c)	PPF	
	(d)	PLI/ULIP	
	(e)	LIC	
	(f)	Tuition fee(Pl. attach fee slip)	
	(g)	Repayment/Payment of HBA	
	(h)	Bonds/Securities Mutual funds, etc., other than infrastructure	
	(i)	Any other permissible savings:	
5(ii)		Section 80 CCC/80 CCD(I) (Deduction in respect of contribution to certain pension funds)	

5(iii)	Section 80 DD (Deduction in respect of Medical Insurance Premium)	
5(iv)	Section 80 DD (Deduction in respect of maintenance including medical treatment of dependent who is a period with disability)	
5(v)	Section 80 E (Deduction in respect of interest of loan taken for Higher Education)	
5(vi)	Section 80 G (Deduction in respect of donations to certain funds, charitable institutions, etc.) (Donation with 50% or 100% rebate)	
5(vii)	Section 80 GG (Deduction in respect of rents paid)	
5(viii)	Section 80 GGA (Deduction in r/o certain donations for scientific research or rural development)	
5(ix)	Section 80 GGC (Deduction in r/o contribution given by any person to political parties)	
5(x)	Section 80 U (Deduction in case of a period with disability)	
5(xi)	Accrued interest on HBA (At Source/other than source duly signed/attested)	
6.	Any other permissible savings not mentioned above. (Pl. also indicate Section of IT Act.)	
7.	Amount of Advance Income Tax already paid. If any (Please also enclose Challan)	
	Bank Name with Branch Code	Date
		Amount
8.	Any change in GPF may kindly be intimate and tax will be recalculated and deduction from salary as per salary and / other income already declared previous year.	

Signature:.....

Name & Designation:

Section/Division:.....

Internal No.:.....

Tel./Mob. No.:.....

Residential Address: