

**BOSE INSTITUTE
KOLKATA**

R/1273/2022

27/July/ 2022

CIRCULAR

Staff members of Bose Institute are hereby requested to submit self certified documents of their permissible savings under chapter VIA of Income Tax Act, 1961 for calculation of Income Tax for the Financial Year 2022-2023.

Income Tax for the financial year 2022-23 will be calculated based on the estimated annual income considering admissible pay, allowances and their other income as declared by the employees.

The employees are also requested to submit the declaration form with supporting documents positively within 23rd August, 2022 for Income Tax calculation from salary failing which it will be done without considering any savings for the calculation of Income Tax for the Financial Year 2022-23 and tax will be deducted in the remaining months for the F.Y. 2022-23. The self certified copy of the saving documents declared in the declaration form for the F.Y. 2022-23 which is permissible under Chapter VIA of Income Tax Act, 1961 should be submitted to Accounts Section on or before 23rd August, 2022 in the prescribed format attached herewith as per guidelines of Income Tax Department.

Employees of Bose Institute are requested that due to COVID-19 outbreak the above document and the declaration may also be submitted digitally through E-Mail to biaccounts@jcbosc.ac.in within 23rd August, 2022


Registrar (Officiating)

Distribution:-

1. Director, Bose Institute – For kind information
2. All Chairman / Heads of all Scientific departments / Sections / Divisions/ Plan, Non Plan staffs, Post Doc Fellows, RA, Women Scientist, BI
3. Division of Bioinformatics / CAPSS / Mayapuri, Darjeeling/ MEF / Shyamnagar Experimental Farm / Falta Experimental Farm / In-Charge, CIF / CAPSS at Salt Lake Campus/ Librarian, BI
4. Deputy Registrar, BI
5. Mr. S. Banerjee, AR-I / W.S / A.O. / A & FO / A.O (Cash)/ Mr. S. Das, T.O
6. J. C. Bose Unit & Museum / Mr. Tarun Maji, AR (Pub)/ Main Campus (Hindi Cell)/ Overseer Cell/ Purchase Cell / Workshop/ Accounts Section/ Establishment/ Scheme Cell
7. Registrar's Office/ Master File
8. Upload to Internet

Employee's Income Tax Declaration Form for the Financial Year 2022-2023

Name:	PAN No:	
Designation	Gender:	
Department	DOB	
DOJ:	Contact No.	
Email	Employee ID:	

S. No.	DESCRIPTION	Rs.	Proof Document Required
A	Particulars of Income from sources other than salary from the Bose Institute		
1	Dividends		Certificate
2	Interest (Please mention saving bank account interest separately)		Certificate
3	Other Incomes (specify)		Appropriate Certificate
	Total Earnings	0	
B	Income from House Property		
	a. Amount of Interest for the F.Y. 2022-2023		Bank Certificate
C	HRA: RENT PAID PER MONTH (Please mention the starting and ending month)	Rent (p.m.)	
	Period:		Original Rent Receipts every month (with Revenue Stamp above Rs. 4999/-) or Rent Agreement. Receipt should contain Name, Address & PAN of Landlord if Rent for the year exceeds one Lakh.
	Total Rent Paid (per annum)		
D	INVESTMENTS U/S 80C, capped at Rs 1.5 Lakh		
1	Provident Fund (PF)		No proof of document required
2	Employees Contribution under New Pension Scheme 80CCD(1)		No proof of document required
3	Employees Contribution under New Pension Scheme 80CCD(1B) (Max Rs.50000.00 In Addition to u/s 80C)		Proof of document required
4	Public Provident Fund		Receipts / Statement
5	Contribution to Certain Pension Funds		Certificate
6	Housing Loan Repayment Principal (payable in F.Y. 2022-2023)		As per Provisional Bank Certificate
7	Insurance Premium (excluding GIS contribution)		Receipts / Statement, No Proof submission required for GIS
8	Allowable Term Deposit with Schedule Bank		Certificate
9	National Saving Scheme / Certificate		Certificate
10	Mutual Fund (eligible fund under this section)		Certificate / Acknowledgement
11	Children Education Expenses / Tuition Fees		Certificate / Copy of fees paid.
12	Others, (Please specify if any)		Certificate / Receipts
	Total Investments U/S 80C - limited to Rs 1,50,000/- only	0	
E	OTHER PERMITTED DEDUCTIONS		
1	80D - Medical Insurance Premium (Maximum Rs. 25,000 (Rs. 50,000 for senior citizens)		Receipt / Statement
2	80DD - Deduction in respect of maintainance including medical treatment of a handicapped dependent who is a person with disability. (Rs.75000.00 for person with disability i.e. not less than 40 percent and Rs.125000.00 for person with severe disability i.e. 80 percent or above.		Receipt / Statement/Proof of expenditure. And form no. 10-IA
3	80DDB - Expenditure on Medical Treatment for specified disease		Form 10-I + expense vouchers
4	80E - Repayment of Interest against loan taken for higher Education.		Bank Certificate and proof of payment,copy of sanction letter.
5	80EE - Deduction (up to Rs. 50,000) in respect of interest on loan taken for residential house property. (Only for first home buyer. Loan must be sanctioned in FY 2019-20. Value of house must be within Rs. 50 Lac & Loan amt must be within Rs. 35 Lacs.)		Copy of sanction letter + Bank certificate+ Declaration regarding the only house on which such deduction is claimed.
6	80G - Deduction in respect of donations to certain funds, charitable institutions etc.		Receipts/ Proof of paument.
7	80GG -Rent Paid but not in Receipt of HRA (Declaration in Form No. 10 BA required)		Form No.10BA + Receipts
8	80U-Permanent Physical Disability (Normal Rs. 75000/- and Severe Rs.1,25,000/-)		Certificate in Form no 10-IA
9	Others - (Please specify if any)		Related documents
	Total Deductions	0	
F	PREVIOUS EMPLOYMENT SALARY	Salary Paid	TDS (in Rs.)
	If Yes, Form 16 from previous employer or Form 12 B attached		Form 12 B from previous employer

I, do hereby declare that the proof of fresh investments will be submitted by 20th December, 2022. Further, incase of any change in above declaration, I would revise it and inform the insitute immediately. I shall idernify the institute for all cost and consequences if any information is found to be incorrect.

Date: