

Important



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
ACCOUNTS SECTION

Date:-03.02.2020

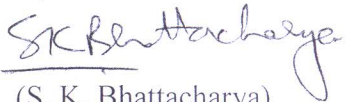
CIRCULAR

Subject: Calculation of Income Tax for the Year 2019-2020.

With reference to Circular dated 30.10.2019 (copy enclosed) regarding calculation of Income Tax for the year 2019-20, it has been noticed that some employees of the NIHFV have not submitted their details in aforesaid proforma nor have they attached any supporting documents mentioned in the said proforma.

Hence, it is requested to all that kindly furnish your details for availing tax benefits on recognized investment, if any, latest by **14.02.2020**, failing which it will be presumed that the individual has nothing to avail the benefits & action will be taken appropriately after the due day.

This issues with the approval of the Competent Authority.


(S. K. Bhattacharya)
Section Officer (Accounts)

Copy to :-

- 1 HoD of Section/Department of the NIHFV – may please bring to the notice of staff working under them.
- 2 PA to Director/Dean/DD(A)
- 3 Notice Board
- 4 I/C Computer Centre with a request to place in the website of NIHFV.

Date: 30.09.2019

Subject: Calculation of Income Tax for the Year 2019-2020.

An exercise of review the Income Tax deducted at source is being undertaken for the current financial year. You are requested to furnish the details on the proforma given below supported by the documentary evidence of payments made towards house rent, NSC/LIC/UTI/Medi-Claim policies, home loan, tuition fee, tax-saving bonds etc., and return this sheet to the undersigned before 15.11.2019, failing which it is presumed that the officer has nothing to produce for the purpose of rebates allowed on recognized investments. Please mention your PAN, it is mandatory for filling the return.

Thanking you.


Section Officer (Accounts)

Item No.	Particulars	Amount	To be filled by Accountant
1.	Gross Salary		
2.	Allowances to the extent u/s 10		
	(a) Conveyance Allowance		
	(b) House Rent Paid (Annual)		
	(c) Interest Paid on Home Loan		
3.	Income other than Salary (If any)		
4.	Rebate & Relief u/s 80 (Max. up to Rs.1,50,000/-)		
	(d) GPF/NPS		
	(e) PPF		
	(f) GIS		
	(g) LIC Policies (Including Jeevan Suraksha)		
	(h) NSC/UTI/PLI/Medi-Claim Policies		
	(i) Home Loan Premium		
	(j) Infrastructure Bonds		
	(k) Tuition Fees		
	(l) Donations (PM Relief Fund etc.)		
	(m) Any Other		
5.	Taxable Income		
6.	Income + Cess		
7.	Tax Deducted at Source		
8.	Tax to be deducted	Nov. 19	Jan 20
		Dec 19	Feb 20

Name:- _____

PAN No.:- _____

Designation:- _____

Aadhaar No.:- _____

Deptt./Section:- _____

Mobile No.:- _____

Intercom No.:- _____

Signature:- _____