



IMMEDIATE

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI.**

F.No. 2(8)/2012-Cash-II

Dated :-11th September,2013

C I R C U L A R

In order to assess the Income Tax deduction at source for the year 2013-2014, all officers/staff at the ICAR Headquarters posted in Krishi Bhavan and Krishi Anusandhan Bhavan-I &II, whose total Income on account of pay and allowances, Honorarium etc. exceeds Rs- 2,00,000/- are liable for tax deduction at source during 2013-2014, are requested to furnish the relevant information in the Income Tax Proforma, complete in all respects to **Cash II Section latest by 10th October, 2013**. In absence of the required information, Income Tax recoverable during the year 2013-2014 will be worked out as per Government of India's order after taking into account the pay and allowances etc. drawn/admissible during the year allowing permissible deductions as per rules.

The details of any savings/rebate claimed under Income Tax Act therefore may be provided in the Income Tax Proforma **latest by 10th October,2013** to get the requisite rebate.

(DILIP ROY)

DRAWING AND DISBURSING OFFICER

NOTE :- Blank forms of Income Tax Proforma can be accessed from the ICAR web-site.

DISTRIBUTION :-

1. ***All Officers/Section/Units, ICAR, Krishi Bhawan and Krishi Anusandhan Bhavan I & II.***
2. ***PS/PAs to all officers of ICAR in Krishi Bhawan and Krishi Anusandhan Bhavan-I &II.***
3. ***ISO, DKMA, KAB-I for uploading in ICAR Web-site.***



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN:NEW DELHI.

INCOME TAX PROFORMA

2/3

NAME & ID No. _____

DESIGNATION _____

DATE OF BIRTH (For Scientific Staff only) _____

PAN NO.(Attach clear copy of Pan Card) _____

1. LIC/PLI paid/to be paid during 2013-2014.

<u>Policy No.</u>	<u>Name of Unit</u>	<u>total amount of premium for the year 2013-2014</u>
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2. Particulars of 10 years or 15 years fixed deposit, if any, under the Post office saving Bank (Cumulative Time Deposits Rule 1959)

(i) Total amount deposited/to be deposited during 2013-2014. _____

(ii) Name of the Post office where account is maintained. _____

(iii) Account No. _____

3. (a) National Saving Certificate purchased during 2013-2014(**Attach Photocopy**) _____

(b) National Saving Certificate purchased previously with NSC No. Amount, date of purchase (**Attach Photocopy**) _____

(c) Contribution for participation in the Unit linked Insurance Plan 1971 made under Section 19(1)(cc) of UTI Act.1963. _____

(d) Contribution to PM's relief fund/National Defence fund Etc. during the year 2013-2014 _____

(e) Rebate claimed for repayment of HBA principal _____
(**Rebate will be given subject to the production of proof of possession/Completion of residential unit**)

(f) Tution Fee paid for the year 2013-2014(**Attach Photocopy**) _____

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4. Amount of Honorarium/fee or other income received/ to be received during the year 2013-2014 _____
5. Amount of Annuity/Royalty received/to be received during the year 2013-2014 _____
6. Amount of Deduction claimed for House Rent Paid if living in rented House during the year 2013-2014 (Alongwith original receipts & Proof of actual residence by providing any Photo Identity Card of that address) no deduction u/s10 from the gross income is allowed if rent receipts are not Supplied with sufficient proof of residence. _____
7. Interest on HBA where interest amount on HBA are accrued/paid during the year 2013-2014. Assessee has to file a declaration in Form. No 12C and encloses therewith computation of such loss/profit from house Property for claiming deduction u/s 24 clearly mentioning the status of property as self occupied or rented. _____
8. Interest on Education Loan/Medical claim policy/Handicapped dependent/ etc. for which deduction from income is claimed.(Photocopy of the policy may be enclosed for claiming the rebate) _____
9. Any other item which is not covered and deduction/rebate thereof is claimed. _____

SIGNATURE _____

DESIGNATION _____

TELEPHONE No. _____