



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101
Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

Accounts Department

Memo No. 457/AD/20-21

Date: 02-12-2020

ORDER

As per the Income Tax Act, 1961 all employees having Gross Salary Income of Rs.5,00,001 or above during 2020-21 are required to submit declaration in the enclosed two formats positively by 5.00 p.m. of 31.12.2020 or else TDS to be deducted from the salary as calculated by Income Tax Section not considering Deductions as allowed by the Act.

Controller of Finance
Howrah Municipal Corporation

Copy to:

1. Commissioner, HMC
2. Deputy Commissioner I, HMC
3. Chief Auditor, HMC
4. Resident Audit Officer, HMC
5. Secretary & OSD, BSO
6. All HoDs/Executive Engineers/Assistant Engineers HMC
7. Assistant Engineer-Borough I/II/III/IV/V/VI/VII, HMC

Controller of Finance
Howrah Municipal Corporation

Information for the calculation of Income Tax for F.Y.2020-21

(Information to be submitted by all employees having Gross Income of Rs.5,00,001 or above during 2020-21 positively by 31.12.2020 or else TDS to be deducted from the salary of January'20 & February'20 without considering Deductions u/s.24 and 80C to 80TTA)

Name of the employee:

PAN:

Contact No:

| Particulars of information | Amount (Rs.) |
|--|--------------|
| Gross Annual Income/Salary (with all allowances) | |
| Any income reported for deduction of Tax | |
| Arrear Pay | |
| (i) H.R.A. exemption | |
| City of Residence | |
| Basic Salary (Basic+DA) | |
| Rent Paid | |
| H.R.A received | |
| (iv) Professional Tax | |
| Any other income from other sources | |
| 1. Interest received from following investments | |
| a. Bank (Saving /FD /Rec) | |
| b. N.S.C.(accrued/ Recd) | |
| c. Post Office M.I.S (6 yrs.) | |
| d. Post Office Recring Deposit (5 yrs.) | |
| 2. Any Other Income | |
| 3. Any Other Income | |
| Exemption on Home Loan Interest (Sec 24) | |
| Loss from house property (Section 24) | |
| Additional tax exemption for First Time Home Buyers (Budget 2016) | |
| Interest paid on Home Improvement Loan (max 30,000) | |
| Deduction under Sec 80C (Max Rs.1,50,000/-) | |
| A. EPF & VPF Contribution | |
| B. Public Provident Fund (PPF) | |
| C. Senior Citizen's Saving Scheme (SCSS) | |
| D. N.S.C (Investment + accrued Interest before Maturity Year) | |
| E. Tax Saving Fixed Deposit (5 Years and above) | |
| F. Tax Savings Bonds | |
| G. E.L.S.S (Tax Saving Mutual Fund) | |
| H. Life Insurance Premiums | |
| I. New Pension Scheme (NPS) (u/s 80CCC) | |
| J. Pension Plan from Insurance Companies/Mutual Funds (u/s 80CCC) | |
| K. 80 CCD Central Govt. Employees Pension Plan (u/s 80CCD) | |
| L. Housing. Loan (Principal Repayment) | |
| M. Sukanya Samridhhi Account | |
| N. Stamp Duty & Registration Charges | |
| O. Tuition fees for 2 children | |
| Additional Deduction under Sec 80CCD NPS (Max Rs 50,000/-) | |
| Deduction under chapter VI A | |
| A. 80 D Medical Insurance premiums (for Self) | |
| B. 80 D Medical Insurance premiums (for Parents) | |
| C. 80 E Int Paid on Education Loan | |
| D. 80 DD Medical Treatment of handicapped Dependent | |
| E. 80DDB Expenditure on Selected Medical Treatment for self/ dependent | |
| F. 80G, 80GGA, 80GGC Donation to approved funds | |
| G. 80GG For Rent in case of NO HRA Component (Budget 2018) | |
| H. 80U For Physically Disable Assesse | |
| I. 80TTA (Rs 50,000 for Senior Citizens & Rs 10,000 for others) (Budget 2018) | |
| Deduction under Sec 80CCD(2) NPS (Employer Contribution) | |
| Deduction under Sec 80EEA (Interest on Home Loan for Affordable Home) (Budget 2019) | |
| Deduction under Sec 80EEA (Interest on Auto Loan for Electronic Vehicle) (Budget 2019) | |
| Total Tax Paid till date (TDS) | |

Signature of the employee :

Statement of Salary Income of
for the year 2020 - 2021.

Code No. Department :

| Month | Basic Pay | Dearness Allow. | H.R.A. | M.A. | Bonus | Total (Gross) | | | | Remarks |
|---------------------|-----------|-----------------|--------|------|-------|---------------|--------------|------|------|---------|
| | | | | | | | GPF/ P.F. | I.T. | P.T. | |
| Mar-20 | | | | | | | | | | |
| Apr-20 | | | | | | | | | | |
| May-20 | | | | | | | | | | |
| Jun-20 | | | | | | | | | | |
| Jul-20 | | | | | | | | | | |
| Aug-20 | | | | | | | | | | |
| Sep-20 | | | | | | | | | | |
| Oct-20 | | | | | | | | | | |
| Nov-20 | | | | | | | | | | |
| Dec-20 | | | | | | | | | | |
| Jan-21 | | | | | | | | | | |
| Feb-21 | | | | | | | | | | |
| Exgratia | | | | | | | | | | |
| Arrear/Bonus if any | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

Signature of the employee :

Total Gross Salary Income Rs.

Verified by: