

**OFFICE OF THE DIRECTOR
INDIAN INSTITUTE OF ENGINEERING SCIENCE & TECHNOLOGY , SHIBPUR
(FORMERLY BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR)
HOWRAH – 711 103**

CIRCULAR

**Sub : Computation of Income Tax for the Previous Year 2017-2018 relating to the
Assessment Year 2018-2019.**

To
All Head of the Departments/Schools/Centres and Staff Members

Enclosed please find herewith the proforma for calculation of Income Tax for the financial year 2017-2018 and A.Y. 2018-2019. All are requested to kindly fill up the enclosed downloadable form the institute's website and submit the same to the Accounts Section latest by the **8.12.2017** otherwise it will be very difficult to check and verify the it, and deduct the balance tax payable from the salary of January'18 and February'18.


It may please be noted that U/S 192 of Income Tax Act -1961 any person (i.e. the D.D.O) is responsible for depositing any Income chargeable under Head "Salary". Income Tax is to be calculated and deducted at the rates prescribed for the current financial year on the income from salary

If no income tax statement is received within the scheduled date as stated in the Para –I above, the income tax of the concerned employee will be calculated and deducted taking into account the savings reflected in the pay bill only.

1. All faculty members, Officers and Staff members are requested to submit the proof of savings latest by 1st week of April'2018 so as to enable Accounts Section for early issuance of Form No. 16.
2. Proposed Income Tax deduction and any change in GPF contribution for the financial year 2018-2019 may also please be intimated to the Accountant section latest by 25th February, 2018
3. All Faculty members, officers & Staff members are requested to verify his/her PAN No as mentioned in the Pay Slip. If any discrepancy is found, please bring it to the notice of the A.O. for correction.

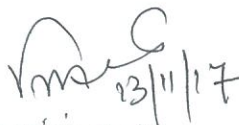
4. Tax Statement will be available on IEST Website.

Cooperation is solicited from all concerned.


(**S. N. Datta**)
Finance Officer(Actg)

NB : Faculty and Staff members are hereby notified that tax paid by directly to the I. Tax Deptt. through Bank Challan would not be considered as credit for the purpose of tax deduction/payments.

- C.C :-
1. All Heads of the Deptt/Schools/Centres
 2. All officers.
 3. All Section-in-charge
 4. Personal Secretary to the Director
 5. Website.
 6. Office file.


(**S.N. Datta**)
Finance Officer(Actg)

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Declaration for TDS deduction by the Employees
FY 2017-18 (ASSESSMENT YEAR 2018-19)

1. Name and address of the employee:	
2. Permanent Account Number of the employee:	
3. Financial year	2017-18

Details of claims and evidence thereof			
Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave encashment under Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C,80CCC and 80C (i) Section 80C (a) GPF/CPF/VPF (b) Life Insurance Premium (c) NSC (d) PPF (e) Children Tution (School) Fees (f) Housing Loan Principal Repayment (g) ELSS (h) Bank Fixed Deposit (Tax Saving) (i) Any Other (Pls specify) (ii) Section 80CCD(1B) - NPS (additional 50000/-)		

Consd P/2

(B) Other sections under Chapter VI-A. (i) section 80TTA (Bank intt other than intt on FD) ⁴ (ii) section D (Health Insurance) - Self Parents (iii) section 80DD/ 80DDB (iv) section 80E (Education Loan) (v) section (pls specify)		
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Verification

I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.

Place.....	(Signature of the employee) Full Name
Date.....	
Designation	Mobile No - (Mandatory)
E mail ID.....	

Notes:

- 1 Any advance/self assesment tax paid by the Employeeed vide bank challan shall not be considered as tax paid and full TDS would be deducted.
- 2 The furnishing of Further declaration pertaining to income other than salary income is optional.
- 3 The Institute reserves the right to send SMS on the Employees' Mobile no for matters pertaining to salary, TDS or any other matter related to compliances as it deems fit and necessary for smooth execution of the same.
- 4 Figure for 80TTA should be provided only if the income from bank interest is declared

Further Declaration:

1) Any Other Income (if wishing to declare to Employer)

i From Business / Profession (Includes Consultancy Fees)

ii From Other Sources (interest from FD, securities or income from any investments incuding capital gains)

iii From House Property

iv Children Education Allowance

2) TDS deducted, if any, on the above income (Pls provide TDS Certificate Copy)

(Signature of the employee)
Full Name