



भाकृअनुप- भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH  
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)  
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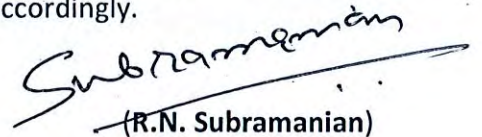
F. No. 10(25) IT/2016-17 / Cash

Dated: 3-10 2016

### CIRCULAR

In order to assess the Income Tax deduction at source for the year 2016-17, all officers/staff at the ICAR-IISR Headquarters and Experimental Farm & KVK, Peruvannamuzhi whose total Income on account of pay and allowances, Honorarium etc exceeds Rs. 2,50,000/-, are requested to furnish the relevant information in the Income Tax Proforma, complete in all respects to Cash Section latest by 31<sup>st</sup> October, 2016. **In the absence of the required information, Income Tax recoverable during the financial year 2016 - 17 will be worked out** as per GOI's orders after taking into account the pay and allowances etc drawn/admissible during the year allowing the permissible deductions as per rules.

The details of any savings/rebate to be claimed under Income Tax Act therefore may also be provided to enable the office to calculate the Income Tax accordingly.

  
(R.N. Subramanian)

Drawing & Disbursing Officer

आहरण और संवितरण अधिकारी  
Drawing & Disbursing Officer  
भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान  
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**ICAR - INDIAN INSTITUTE OF SPICES RESEARCH**  
**Marikunnu Post, Kozhikode - 673 012**

**INCOME TAX PROFORMA FOR THE FINANCIAL YEAR 2016 -17**

<b>NAME &amp; I.D. NO.</b>		
<b>DESIGNATION</b>		
<b>DATE OF BIRTH (Scientific staff only for getting benefit of Sr.Citizen)</b>		
<b>PAN NO. (attach a clear copy of PAN Card)</b>		
<b>A (i)</b>	Amount of Hon/Fee on other income received/to be received during the year 2016 – 17	
<b>(ii)</b>	Amount of Annuity/royalty received/to be received during the year 2016 – 17	
<b>B</b>	<b><u>Details of savings under Section 80(C) (Maximum Rs.1.50 lakh ) (attach a copy each of the document)</u></b>	
<b>(i)</b>	L/C premia/United Linked Insurance Plan/Invest in NSC VIII Issue during 2016 – 17	
<b>(ii)</b>	Amount deposited/to be deposited in PPF during 2016 – 17	
<b>(iii)</b>	Fixed deposit in SBI or Public Sector Bank/Post Office Time Deposit for minimum period of 5 years during 2016 – 17	
<b>(iv)</b>	HBA Principal (proof of possession/completion certificate by respective authority)	
<b>(v)</b>	Tuition Fee paid during 2016 – 17 (maximum 2 children with copy of receipts)	
<b>C</b>	<b><u>Details of deduction under Section 80CCD(1B)(Max.Rs.50,000/-) (attach a copy of the document)</u></b>	
	Amount deposited in National Pension Scheme during 2016 - 17	
<b>D</b>	<b><u>Details of deduction under Section 80(D) (attach a copy each of the document)</u></b>	
<b>(i)</b>	Mediclaime (maximum Rs. 25,000/-),(for Sr.CitizenRs.30,000/-	
<b>(ii)</b>	Rs. 25,000/- to upkeep in force an insurance on the health of his parent/parents. (for senior citizen it is Rs. 30,000/-	
<b>(iii)</b>	Payment for preventive health checkup of the assessee, his family and parents maximum of Rs.5000/-subject to ceiling as in (i) above	
<b>E</b>	<b><u>Details of deduction under Section 80(DD) (attach a copy each of the document) (Exp. Incurred on depended, being a person with disability, Max. Rs.0.75/1.25 lakh)</u></b>	
<b>(a)</b>	on medical treatment/maintenance/rehabilitation	
<b>(b)</b>	Paid or deposited any amount under the scheme framed in this behalf by the LIC or any other insurer or the specified company approved by the Board	
<b>F</b>	<b><u>Details of deduction under Section 80(E) (attach a copy each of the document)</u></b>	
<b>(i)</b>	Any amount paid by way of interest on Education during 2016 – 17	



<b>G</b>	<b><u>Details of deduction under Section 80(G) (attach a copy each of the document)</u></b>	
(i)	Any donation for charitable purpose	
<b>H</b>	<b><u>Details of deduction under Section 80(U) (attach a copy of disability certificate)</u></b>	
(i)	Deduction of Rs. 0.75 Lakh if assessee's disability is 40% and above, and Rs. 1.25 lakh if disability is 80% and above	
<b>I</b>	<b><u>Amount of deduction claimed u/s 10 (along with original rent receipt, Photo I-card for proof of residence/copy of PAN card of Landlord along with details in Annexure –I attached)</u></b>	
(i)	House Rent paid if living of rented House during 2016 – 17 (As per CBDT Circular deduction u/s 10 for payment of rent will be allowed only after detailed verification of landlord profile and Photo identity card of the incumbent in the address where he is residing.)	
<b>J</b>	<b><u>Details of deduction u/s 24 (attach copy of possession/completion certificate) In case Loan taken for more than one property, details may be shown separately.</u></b>	
	Interest on borrowed capital for acquisition/construction of house with proof of possession of flat/house by respective authorities in which construction is going (also provide details as per Annexure II & III.	<b>Rs.</b>
(i)	Address of the property against which loan is taken	
(ii)	Self-occupied/rented	
(iii)	Date of loan availed	
(iv)	Purpose of loan (construction/acquiring property/Renovation)	
(v)	Date on which construction is/ will be completed	
(vi)	Date of possession of property	
(vii)	Ownership(Sole or Joint, relationship and percentage of share in the property)	
(viii)	Whether joint owners is/ are claiming deduction under income Tax Act 1961(Pl. indicate amount)	
<b>K</b>	<b><u>Any other item</u></b>	

**Note :** Income Tax Assessee claiming the above deduction/rebate under different Section of IT Act are required to provide documentary proof regarding the claim, failing which no deduction/rebate will be allowed

(SIGNATURE)

Place of posting \_\_\_\_\_

Contact Number \_\_\_\_\_



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Those who are paying rent for his/ her residential purpose and seeking rebate on Income Tax, the following details of the landlord be furnished:

Name of the landlord : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

PAN (landlord) : \_\_\_\_\_

In case there is no PAN of the  
Landlord, declaration to this effect  
From the Landlord be attached : \_\_\_\_\_  
Along with copy of the proof of  
Ownership of property

Relationship with the  
employee, if any : \_\_\_\_\_

Whether the person to whom  
Rent bring paid declared to  
be dependent to the employee  
and the declaration to this effect  
is submitted to the concerned  
Establishment Section or not : \_\_\_\_\_

Whether employee or his/her  
Spouse owns residential  
accomodation or not. If so  
the details & status be furnished : \_\_\_\_\_

Whether the spouse of the employee  
Is availing Income Tax rebate on  
account of rent being paid from  
his/her employer. : \_\_\_\_\_

Signature : \_\_\_\_\_  
Name & Designation : \_\_\_\_\_  
ID No : \_\_\_\_\_  
Division/Section : \_\_\_\_\_  
Contact No : \_\_\_\_\_

**Annexure – II**

**Form for sending particulars of Income under Section 192(2B) for the year ending 31<sup>st</sup> March, 2017**

1.	Name & Designation of the employee	
2.	Permanent Account Number (PAN)	
3.	Residential Status with address, i.e whether self-occupied/let out (details in Annexure – III may also be furnished)	
4.	Particulars of income under any head of income other than "salaries" (not being a loss under any such head other than the loss under "Income from house Property") received in the financial year.	
	(i) Income from House property	
	(ii) Profits and gain of business or profession	
	(iii) Capital Gains	
	(iv) Income from other sources (g) Dividends (h) Interest (i) Other Income (Specify)	
5.	Aggregate of sub-items (i) to (iv) of sub-item 4	
6.	Tax deducted at source (enclose certificate) issued under Section 203	

**Place:**

**(Signature of the employee)**

**Date:**

**Verification**

I \_\_\_\_\_ do hereby declare that what is stated above is true to the best of my knowledge and belief. Verified today the \_\_\_\_\_.

**Place:**

**(Signature of the employee)**

**Date:**



COMPUTATION OF INCOME/LOSS FROM HOUSE PROPERTY

1. Location of property :
2. Status : Self-occupied/let out
3. Annual value-amount for which the property might reasonably be let out or annual Municipal valuation or actual rent received or receivable whichever is the highest. :
4. Less – Municipal tax paid :
5. Net adjusted annual value :
6. Less – deduction under Section 24(1) 30% of (Net adjusted Annual value) :
7. Less – Interest on borrowed capital :
8. Net Income from House Property :

Name & Designation :

Dated:

Signature :