

**SACRED HEART COLLEGE (ATUONOMOUS), TIRUPATTUR, VELLORE DT – 635 601**  
**Income Tax on Salaries and Other Income From 1<sup>st</sup> April 2018 to March 2019**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ P.A.No. \_\_\_\_\_

1. Total Salary \_\_\_\_\_
2. Less : Allowances under Section 10(13A) \_\_\_\_\_
- (a) Actual amount of rent paid \_\_\_\_\_
- (b) 10 % of (Basic Pay + Grade Pay +DA) \_\_\_\_\_
- (c) a – b \_\_\_\_\_
- (d) 40% of (Basic Pay + Grade Pay +DA) \_\_\_\_\_
- (e) Actual amount of HRA received \_\_\_\_\_

Note : (Actual amount of HRA or rent in excess of 1/10 salary or 40% of salary which ever is the least)(-)

3. Basic Salary (1-2) \_\_\_\_\_
4. Deductions : Professional Tax \_\_\_\_\_
5. Income Chargeable under salary ( 3 – 4 ) \_\_\_\_\_
6. Add : Income from any other source: \_\_\_\_\_
- (a) Shift-II Remuneration \_\_\_\_\_
- (b) Exam Remuneration \_\_\_\_\_
- (c) \_\_\_\_\_

- 7 Aggregate of 6 (a to c) \_\_\_\_\_
8. LESS : Interest payable on housing loan ( Loan taken after 01-04-1999) \_\_\_\_\_
9. Gross Total: (5 + 7-8) \_\_\_\_\_

10. Deduction under Chapter VIA

	Gross Amt. Rs.	Qualifying Amt. Rs	Deductible Amt.Rs.
U/S 80C (Total of form III Maximum Rs.150000)	_____	_____	_____
a) ACPF/CPS	_____	_____	_____
b) Group Insurance	_____	_____	_____
c) SPF	_____	_____	_____
d) Housing Loan	_____	_____	_____
e) Tuition Fees	_____	_____	_____
f) LIC	_____	_____	_____

11. Aggregate of deductible Amount (a+b+c+d+e+f) (-) \_\_\_\_\_
12. Kerala Flood Relief Fund (-) \_\_\_\_\_
13. Deduction u/s 80D Health Insurance Scheme (-) \_\_\_\_\_
14. Total Income (Round off to Rs. 10) \_\_\_\_\_
15. TAX ON TOTAL INCOME (Round off to Re. 1/-) \_\_\_\_\_
16. Add : Educational cess @ 4% \_\_\_\_\_
17. Total Tax (15+16) \_\_\_\_\_
18. Tax deducted and remitted \_\_\_\_\_
19. Balance (17-18) (to be deducted in Jan.2019 Rs.....Feb.2019 Rs.....)

**CERTIFICATE**

- Certified that the particulars furnished above are correct.
- Certified that I am occupying rented house at (give address) \_\_\_\_\_ and I am paying a monthly rent of Rs. \_\_\_\_\_
- Certified that I am paying a sum of Rs. \_\_\_\_\_ towards life Insurance Premia and the Policy/ Policies/ is/ are kept alive.

Dated : \_\_\_\_\_

Name : \_\_\_\_\_ Designation: \_\_\_\_\_ Signature of the Assessee

**FORM - III**

**2018-2019**

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<b>1) N.S.Cs. (New)</b>		
<b>No.</b>	<b>Date</b>	<b>Amount</b>
<b>TOTAL</b>		
<b>2) N.S.Cs. (Old Certificates) VIII Issue</b>		

The year for which Interest accrued	01-03-2001 to 28-02-2002	01-03-2002 to 28-02-2003	01-03-2003 to 30-11-2011	01-12-2011 to 31-03-2012	01-04-2012 to 31-03-2013	01-04-2013 onwards	Interest rate Rs. 1000 Per Year
<b>I Year</b>	<b>97.20</b>	<b>92.00</b>	<b>81.60</b>	<b>85.80</b>	<b>87.80</b>	<b>86.80</b>	
<b>II Year</b>	<b>106.70</b>	<b>100.50</b>	<b>88.30</b>	<b>93.10</b>	<b>95.60</b>	<b>94.30</b>	
<b>III Year</b>	<b>117.10</b>	<b>109.70</b>	<b>95.50</b>	<b>101.10</b>	<b>104.00</b>	<b>102.50</b>	
<b>IV Year</b>	<b>128.50</b>	<b>119.80</b>	<b>103.30</b>	<b>109.80</b>	<b>113.10</b>	<b>111.40</b>	
<b>V Year</b>	<b>141.00</b>	<b>130.90</b>	<b>111.70</b>	<b>119.20</b>	<b>123.00</b>	<b>121.10</b>	
<b>VI Year</b>	<b>154.70</b>	<b>142.90</b>	<b>120.80</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	
	<b>Total interest for Section 80C</b>						

<b>3) L.I.P. (Paid by individuals)</b>		
<b>Policy Number</b>	<b>Premium</b>	<b>Amount</b>
<b>Total</b>		

<b>4) Postal Insurance</b>		
<b>Policy Number</b>	<b>Premium</b>	<b>Amount</b>
<b>Total</b>		

\* Furnish only the year-wise total amount of all the certificates purchased. Certificate number not necessary

**FORM - III  
2018-2019**

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<b>5) Public Provident Fund</b>		
<b>No.</b>	<b>Date</b>	<b>Amount</b>
<b>Total</b>		
<b>6) Housing Loan (Capital repayment only)</b>		
<b>No.</b>	<b>Date</b>	<b>Amount</b>
<b>Total</b>		
<b>7) ULIP</b>		
<b>No.</b>	<b>Date</b>	<b>Amount</b>
<b>Total</b>		
<b>8) Post office CTD</b>		
<b>10/15 Years</b>	<b>No.</b>	<b>Amount</b>
<b>Total</b>		
<b>9) Any other items</b>		
<b>Total</b>		
<b>Total of 1 to 9 as per Form III (for Section 80C)</b>		
<b>Total Savings as per Form II</b>		
<b>Grand Total</b>		

Certified that all the above entries are correct. (all the entries should be supported by documents).

Signature

Date:

Name : \_\_\_\_\_

**FORM – 12C**  
**(See Rule 26B)**

**(Form for sending particulars of income under Section 192(2B))**

1. Name and address of the employee :
2. Permanent Account Number :
3. Residential Status :
4. Particulars of income under the head of Income :  
other than “Salaries” (Not being a loss under any  
such head other than the loss under the head  
“Income from House Property”) received in the  
financial year.
- i) Income from house property (In case :  
of loss, enclose computation thereof)
  - ii) Profits and gains of business or :  
profession.
  - iii) Capital Gains :
  - iv) Income from other Sources  
(a) Dividends :  
(b) Interest (including NSC) :  
(c) Other incomes (Specify) :
- TOTAL** :  
:  
:  
: \_\_\_\_\_  
:  
: \_\_\_\_\_
5. Aggregate of sub-items (i) to (vi) of item 4 :
6. Tax deducted at source (Enclose Certificate(s) :  
issued under Section 203)

Place :

Dated :

Signature of the Employee

**VERIFICATION**

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

Verified today, the \_\_\_\_\_ day of \_\_\_\_\_ 2019 .

Place :

Dated :

Signature of the Employee

**Extract from Form 3**

**Income From House Property**

1. Address (es) of the Property (ies) \_\_\_\_\_  
\_\_\_\_\_

2. Self-occupied : Yes / No

3. Annual lettable value / Annual  
rent received or receivable  
(Whichever is higher) : Rs.

4. Less : Deduction claimed U/S 23

a) : Rs. \_\_\_\_\_

b) : Rs. \_\_\_\_\_

c) : Rs. \_\_\_\_\_

5. Total of 4 Rs . \_\_\_\_\_

6. Balance (3-5) Rs. \_\_\_\_\_

7. Less : Deduction claimed U/S 24

a) Repairs : Rs. \_\_\_\_\_

b) Interest on Loan : Rs. \_\_\_\_\_

c) : Rs. \_\_\_\_\_

d) : Rs. \_\_\_\_\_

8. Total of deductions of 7 Rs . \_\_\_\_\_

9. Income Chargeable under the  
Head “ Income From House Property” (6-8) Rs . \_\_\_\_\_

Signature of the Employee

**FORM –II**  
**STATEMENT SHOWING PAY AND ALLOWANCE AND OTHER INCOME RECEIVED DURING THE YEAR 2018-2019**

INCOME								DEDUCTION							
Month	Pay+PP	Grade Pay	Spl. Pay	DA	HRA/CCA	MA	Total	CPS	CPS Arr.	GI	SPFG	HF	IT	IT CESS	P.Tax
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
March 2018															
April 2018															
May 2018															
June 2018															
July 2018															
August 2018															
September 2018															
October 2018															
November 2018															
December 2018															
January 2019															
February 2019															
UGC Arrear															
EL Arrear															
DA Arrears															
Arrears															
<b>TOTAL</b>															
							<b>TOTAL (2 to 7)</b>		<b>Grand Total (9 to 13)</b>						

**Dated :**

**Name :** \_\_\_\_\_

**Signature of the Assessee** \_\_\_\_\_

**FORM –II**

**STATEMENT SHOWING PAY AND ALLOWANCE AND OTHER INCOME RECEIVED DURING THE YEAR 2018-2019**

INCOME								DEDUCTION						
Month	Pay+PP	Grade Pay	Spl. Pay	DA	HRA/CCA	MA	Total	ACPF	GI	SPFG	HF	IT	IT CESS	P.Tax
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
March 2018														
April 2018														
May 2018														
June 2018														
July 2018														
August 2018														
September 2018														
October 2018														
November 2018														
December 2018														
January 2019														
February 2019														
Arrears														
EL Arrear														
DA Arrears														
UGC Arrear														
<b>TOTAL</b>														
							<b>TOTAL (2 to 7)</b>		<b>Grand Total (9 to 12)</b>					

**Dated :**

**Name :** \_\_\_\_\_

**Signature of the Assessee** \_\_\_\_\_





# **NOTICE**

## **Income Tax : 2018-2019**

1. Standard deduction but Professional Tax deduction remains unchanged.
2. Housing Loan Interest operation maximum Rs. 2,00,000.
3. All deductions u/s 88 and Tuition Fees of any two Children's are now merged with Sec.80c maximum of Rs.1,50,000 is permitted for direct deduction.
4. As per the directive of the Joint Director and the Income Tax Officer only the actual amount paid on the last day fixed **05-01-2019** for submitting the documents towards the interest and principal amount of the Housing Loan will be taken into account.

<b>5. Tax Calculations:</b>	<b>Male</b>	<b>Female</b>
Up to Rs.2,50,000	- Nil	Up to Rs. 2,50,000 - Nil
Rs.2,50,001 to Rs. 5,00,000	5%	Rs. 2,50,001 to 5,00,000 - 5%
Rs.5,00,001 to Rs. 10,00,000	20%	Rs. 5,00,001 to 10,00,000 - 20%
Above Rs. 10,00,001	- 30%	Rs. 10,00,001 - 30%

6. Educational cess @ 4% on Tax is to be added.
7. **All IT and 12c** forms may be down loaded from the college website:  
[www.shcpt.edu/app-IT . php](http://www.shcpt.edu/app-IT.php).
8. Last date for submission of IT forms is **10-12-2018**
9. Documents due on **05-01-2019**
10. House Rent Allowance Receipt compulsory signed by House Owner
11. Kindly submit Form III page 1 & 2 in original - 1 copy.

**Dated : 22-11-2017**

**Secretary**