

TOBACCO BOARD :: GUNTUR

Data Sheet for computation of Income Tax
for the financial year 2017-18

1	PAN Number												
2	Employee Number												
3	Name of the Employee (Full Name)												
4	Designation												
5	Place of Working												
6.	Aadhar No.												
7.	Mobile Nos.												
8	Residing in House (Tick the Mark)	Own House					Rented House						
9	If residing in rented house, rent payable during from March 2017 to Feb 2018 Rs.....												

Personal Savings during the year 2017-18 (other than Salary Recovery)

(Enclosed self Attested Latest Xerox copies of Personal Savings)

Saving Type	Policy No./ other relevant no. etc.	Yearly payable amount (Rs.) (including Service Tax)

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

Signature of the Employee

Date :

Declaration to be filled by Assesses claiming deduction
under section 10(13A)

I, S/o.
hereby certify that, I have occupied the premises of
.....
..... (mention
full address of premises for the purpose of my residence) by paying rent Rs.
..... per month from, 2017 onwards.

Note : - Send Xerox copy of Current Bill from the owner of the House.

Signature of the Employee

Place :

Date :

Note : Those employees who are drawing under HRA Rs.3000/- or above from the department should be submitted rent declaration from the owner of the house / flat.

RENT RECEIPT

Received an amount of Rs. (Rupees
..... only) from Sri
....., Tobacco Board, Auction Platform No.
..... towards payment of house / flat rent for the month of
..... 2017.

Premises Address:

(Signature of the premises owner)
(One Rupee Revenue Stamp)

Date:

Note : If the total rent paid is above One Lakh the PAN No. (Attested copy) of the House Owner shall be enclosed.

Income Tax Rules 1962

Form No.12 C
(See Rule 26B)

Form for sending particulars of income under section 192(2B)
for the year ending 31st March 2018

1	Name & address of the Employee		
2	Present Address		
3	PAN Number		
4	Residential nature		
5	Particulars of Income under any 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)	Rs.
	II.	Profits and Gains of Business or profession	Rs.
	III	Capital Gains	Rs.
	IV	Income from other sources : -	Rs.
	a)	Dividends	Rs.
	b)	Interest	Rs.
	c)	Other Income (specify)	Rs.
6	Total		Rs.
7	Aggregate of sub items (I) to (IV) of item 5		Rs.
8	Tax deducted at sources (enclose certificate(s) issued under section 203		

Signature of the Employee

CERTIFICATE

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

Verified today, the day of 20.....

Signature of the Employee
Employee No:

Place:

Date:

COMPUTATION OF HOUSE PROPERTY INCOME FOR THE YEAR 2017 - 2018

1	Employee Number		
2	Name of the Employee		
3	Designation		
	Item Name	Self Occupied	Let Out
	Property Address		
4.	Gross Annual Value	Rs.	Rs.
(a)	Municipal Value	NIL	
(b)	Fair Rent	NIL	
(c)	Rent (Received/ Receivable)	NIL	
	Gross Annual Value = Higher of (a) or (b) or (c)	NIL	
5.	Less :Municipal Taxes	NIL	
6.	Annual Value	NIL	
7.	Less : Statutory Deduction @30% on Annual Value	NIL	
8.	Interest Payable on borrowed capital (Details see below)		
	Income from House Property {6-(7+8)}		

Note :

- 1.Gross Annual Value = Higher of Municipal Value, Fair Rent or Rent Received
- 2.Gross Annual Value (If Rent Control Act applicable) = Higher of {Maximum of (Higher of Municipal Value or Fair Rent) or Standard Rent} or Rent Received

Important :

1. If the total rent by paid by assessee to land lord is exceeds Rs.1,00,000/- per annum, the PAN no. of the land lord shall be enclosed.
2. If the land lord has no PAN no. A certificate to this effect from the land lord shall be enclosed with full house address.
3. Fill all the columns with correct information.

Any further information required they may refer the Income Tax Act recent Amendments before submitting the data.
