

INCOME TAX MATTER

Ministry of External Affairs/(विदेश मंत्रालय)

Administration Division/(प्रशासन प्रभाग)

Cash Branch/(रोकड़ शाखा)

Income Tax Circular for the Financial Year 2015-16

Income tax calculation sheets projecting the tax payable for Financial Year 2015-2016, in respect of officials presently posted at headquarters, will be available for collection/inspection from Cash I, II and III Sections from 6th November 2015. Gross emoluments of the officials contains the gross salary and payments such as other taxable, allowances, tuition fee, bonus, leave encashment, honorarium etc but excludes arrears of foreign allowance paid at Headquarters which are exempt from tax under Section 10(7). These sheets may be collected personally/through an authorisation from the concerned Cash Section between 2.00 PM to 4.00 PM on any working day after 6th November 2015.

2. Tax projections for the months of November, 2014 – February, 2015 will be done based on the pay drawn and savings details presently available with the Cash Branch. The amount appearing in row No.25 "Tax Payable/Refundable" of the Calculation Sheet will be deducted in four equal instalments between the months of November, 2015 and February, 2016.

3. Further details of savings/investments if any, (along with the proof of saving/investment) may please be furnished to the concerned Cash Section positively by 10th December, 2015, for inclusion in the final tax calculations. Final income-tax payable for the financial year will be based on the documents provided by the officials. It may please be noted that excess tax deductions due to non submission of documentary evidence before the stipulated date has to be claimed as refund from the Income-tax Department only.

4. Officials claiming rebate on rent paid may please utilise the attached rent receipt form only.

5. Income-tax calculations are likely to vary in case of taxable supplementary payments made after the release of calculation sheets. As mentioned earlier taxable payments include intervening period pay, tuition fees, overtime allowances, honorarium, leave encashment, pay arrears, night duty allowance etc. To complete the final tax deduction for the Financial Year 2015-16 in February 2016, supplementary payments will be paid for receipts in Cash Sections till the 10th of February, 2016 only.

6. This circular may also be seen on 'MEA Intranet' also.


(Neeraj Agrawal)

Under Secretary (Cash)

28.10.2015

To all officers/officials at MEA Headquarters

ANNEXURE-VIII

FORM NO. 10 BA

(See rule 11 B)

**DECLARATION TO BE FILLED BY THE ASSESSEE
CLAIMING DEDUCTION US/ 88GG**

I.....

(Name of the assessee with Permanent account number) do hereby certify that during the

Year,I had occupied the premise

.....(full address of the premise) for the purpose of my residence

for a period ofmonths and have paid Rs. in cash/through

crossed cheque/bank draft towards payment of rent to Shri/Ms/Mrs.....

(name and complete address of the landlord).

It is further certified that no other residential accommodation is owned by

(a) me/my spouse/my minor child/our family (in case the assessee is HUF), at.....

where I/we ordinarily reside/perform duties of officer of employment or carry on business
or profession ,or

(B) me/us at any other place, being accommodation in my occupation ,the value of which is to
be determining u/s 23(2)(a)(i) of us 23(2)(b).

NAME.....

DESIGNATION.....

SECTION.....

TEL NO.(O).....

(R).....

RECEIPT OF HOUSE RENT
(Under Section 1 (13-A) of Income Tax Act)

Received a sum of Rs. _____ (Rupees _____)

Towards the rent @ _____ per month from _____ to _____
in respect of House No. _____
situated at _____

(Affix Revenue Stamp of Rs. 1/-)



Signature of House Owner

Date:

Name:

Address: _____

