



GOVERNMENT OF KERALA  
FINANCE (ACCOUNTS-A) DEPARTMENT  
CIRCULAR

No. 7/2016/Fin.

Dated, Thiruvananthapuram, 04-02-2016.

Sub: - Finance Department - Tax Deduction at Source - Submitting  
Self-Declaration and Documents of Eligible Deduction to DDO -  
Instructions Issued- Reg.

Ref: - 1. Circular No.92/2015/Fin. Dated 08-12-2015.  
2. Circular No.89/2015/Fin. Dated 20-11-2015.  
3. Circular No.70/Estt-C3/14/Fin. Dated 24-07-2014.

Attention is invited to item (2) referred above. All employees (both gazetted and non-gazetted) whose gross salary for the current financial year exceed the income tax basic exemption limit (Rs.2,50,000/- for F.Y 2015-16) are requested to submit a declaration/statement of their final income tax liability along with supporting documents with regard to their savings, investments or sums qualified for deduction or exemption under salaries to Finance (Accounts-A) department on or before 10/02/2016 without fail. The tax liability of those who wouldn't submit the self-assessment statement will be computed by the accounts section, without any consideration to eligible deductions, exemptions, and reliefs based on the gross salary drawn by the employee, and this shall be deducted from the salary for the month of February 2016 without any further notice.

In case the employee had drawn salary from more than one employer, he /she is required to furnish details of the income received from the former employer and also tax deducted at source therefrom, in writing and duly verified by him and by the former/other employer.

All gazetted officers may ensure to furnish proof of advance tax remitted during their self-drawing period duly authorized by treasury authorities / other competent authority eligible to issue the same, as the case may be, along with the statement which is necessary for the final tax computation. All deductees are advised to make it sure that the tax already deducted from their salary by the employer is reflected in Form 26 AS (Tax Credit Statement). Taxpayers who are registered at the portal [incometaxindiaefiling.gov.in](http://incometaxindiaefiling.gov.in) for e-filing of income tax returns can view 26AS by clicking on 'View Tax Credit Statement (From 26AS)' in "My Account". The facility is available free of cost.

If, in any case, the outstanding tax to be deducted from the salary exceeds the recoverable limits, deposition of balance in TDS is to be made vide challan no. ITNS 281. The deductee must ensure that the details like employer's name and address, PAN, TAN etc., are furnished correctly. In such cases the salary will be processed only after remitting the required balance. All deductees are advised to adhere to these instructions positively to avoid any delay in processing of salary due for the month of February 2016.

A. ABDUL SALAM

Deputy Secretary to Government and D.D.O  
FINANCE (ACCOUNTS) DEPARTMENT.

To

All Sections / Officers Concerned,  
✓ The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in),  
Notice Board, Stock File / Office Copy.

**INCOME TAX FINAL STATEMENT FOR THE FINANCIAL YEAR 2015-2016  
(ASSESSMENT YEAR 2016-2017)**

In respect of

**Finance Department, Govt. Secretariat, Thiruvananthapuram**

**To be furnished by the employees/officers whose income exceeds Rs.2,50,000/-**

1	a	Gross Salary Income (includes Salary, DA, HRA, CCA Interim Relief OT Allowance, Deputation Allowance, Medical Allowance, etc.)	PAN
			PEN
		March 2015	Rs
		April 2015	Rs
		May 2015	Rs
		June 2015	Rs
		July 2015	Rs
		August 2015	Rs
		September 2015	Rs
		October 2015	Rs
		November 2015	Rs
		December 2015	Rs
		January 2016	Rs
		February 2016	Rs
	b	Leave Surrender	Rs
	c	Festival Allowance/Bonus Ex-gratia and Incentive	Rs
	d	Arrears	Rs
	e	Total Salary income (a+b+c+d)	Rs
2		Deduct HRA in the case of persons who actually incur expenditure by way of rent	Rs
	i	Actual HRA received during the year	Rs
	ii	Actual rent paid in excess of 1/10 <sup>th</sup> of the salary	Rs
	iii	40% of the salary	Rs
		(i) to (iii) whichever is least is exempted	Rs
3		Balance (1-2)	Rs
4		Deduct: a. Entertainment Allowance	Rs
		b. Profession Tax paid	Rs
5		Net salary income (3-4)	Rs
6		Deduct interest/Accrued interest on HBA (maximum admissible amount is 30,000/- if the property is acquired or constructed on or after 1/4/99 and such acquisition or construction is completed within three years of from the end of the financial year in which capital is borrowed deductible amount is Rs.2.00 Lakh)	Rs
7		Any other income (Business, Capital Gains or other sources)	Rs
8		Gross Total Income (5-6+7)	Rs
9		Deduct	Rs
	a	[80D] Mediclaim (Maximum Rs.25000/- taken on the health of the tax payer, spouse, dependent children and if it is taken on parents - policy taken on the health of senior citizen additional Rs.5,000/-) including amount paid up to Rs.5000/- for preventive health check-up(Aggregate amount should not exceed Rs.30,000/-)	Rs
	b	[80DD] Expenditure incurred on medical treatment of mentally or physically handicapped dependants (including the amount deposited in their name) (max. Rs.75000/-,in case of severe disability over 80% max. Rs.125000/-)	Rs
	c	[80DDB] Expenditure incurred on medical treatment of the employee or spouse or children or parents, brothers and sisters for specified diseases or ailment like cancer, AIDS, etc. (max. Rs.40000/- in case of senior citizen Rs.60000/- and very senior citizen Rs.80000/-)	Rs
	d	[80E] Amount of Interest repaid on loan taken for higher education of self or relative	Rs
	e	[80EE] Interest deficit paid lesser than Rs.1 lakh on repayment of loan (Sanctioned in 2013-14) for the first house property (loan amount should not exceed Rs.25 lakhs)	Rs
	f	[80G] Donation to various charitable and other funds including PMs National Relief Fund, Gujarat Earthquake Fund, etc.(for amount exceeding Rs.10000/- deductible only if the payment is made otherwise than by cash)	Rs
	g	[80G]Contribution made to political party/ electoral trust	Rs

h	[80U] Deduction for person with disability [Rs.75,000/- in case of serve disability over 80% - Rs.1,25,000/-]	Rs
10	Deduction Under section 80CC (max. 1,50,000)	Rs
a	Life Insurance Premia of self, spouse and Children (for new policies after 01-04-2012 premium limited to maximum of 10% of the sum assured)	Rs
b	Purchase of NSC VIII issue	Rs
c	Contribution to GPF & Arrear to PF	Rs
d	Contribution to SLI, GIS, FBS, GPAIS	Rs
e	Term deposit with Scheduled Bank for a fixed period of not less than 5 years	Rs
f	Contribution towards Unit Linked Insurance Plan of UTI or LIC (of self, spouse and Children)	Rs
g	Payment under a contract for annuity plan of LIC or any other insurer	Rs
h	Purchase of tax saving units of Mutual Fund or UTI	Rs
i	Contribution to any Deposit Scheme or pension fund set up by National Housing Bank	Rs
j	Tuition fees (paid to university, college, school or education institution situated within India for full time education to any 2 children)	Rs
k	Housing Loan repayment (Principal) & Stamp duty paid for purchase of property	Rs
l	Subscription to equity shares or debentures of an eligible issue	Rs
m	Subscription to eligible units of mutual fund	Rs
n	Contribution to PPF account of self, spouse & Children	Rs
o	Subscription to Infrastructure Bonds of NABARD	Rs
p	Deposits under Senior Citizens Saving Scheme	Rs
q	Five year time Deposit in Post Office	Rs
11	Acquisition of listed shares under notified scheme (Gross Total Income should not exceed Rs.12 lakhs) Once in life time deduction U/S 80 CCG Deductable at 50% of Maximum of Rs. 50,000/-	Rs
12	Total income rounded off to nearest multiple of ten rupees (8-9-10-11)	Rs
	Rounded off to nearest multiple of ten rupees	Rs
13	Tax on Total Income	Rs
14	Less: Rebate under Sec. 87A (Rs.2000/-) (Rs.2000/- applicable for individuals having total income not exceeding 5 lakhs) (as computed before allowing deduction under Chapter VIII)	Rs
15	Income Tax after Rebate (13-14)	Rs
16	Education Cess and Secondary and Higher Education Cess [@ 3% of (15)]	Rs
17	Total Tax payable (15+16)	Rs
18	Less Relief for Arrears of salary u/s 89(1)	Rs
19	Balance tax payable (17-18)	Rs
20	Amount of Tax already deducted from Salary	Rs
21	Balance Income Tax to be paid	Rs

Place:

Signature

Date:

Name, Designation & Office

### DECLARATION

I ..... do hereby declare that I am actually incurring expenditure towards payment of rent of my residential accommodation to House No..... Place ..... and that the amount of rent actually paid by me during..... is Rs.....

Place:

Signature

Date :

Name, Designation & Office