

**Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
Cash Section**

**Shastri Bhawan, New Delhi,  
Dated, the 22<sup>nd</sup> August, 2017**

**C I R C U L A R**

**SUB :- Income-Tax Calculation for the Financial Year 2017-18.**

**All Officers and Members of staff in the Department of Legal Affairs whose annual income exceeds Rs.2,50,000/- and above are requested to furnish the requisite information in the enclosed proforma, to the Cash Section on or before 12.09.2017 for the purpose of calculating Income-Tax for the financial year 2017-18. If no information is received by the date, the Income-Tax will be calculated only on the basis of the information available in the Cash Section and the same will be deducted from their salary.**

**2. Photocopies of necessary supporting documents in respect of their savings, etc. duly self attested may also please be furnished.**

*Nita Sharma*

**(NITA SHARMA)  
SO/DDO**

**To**

**1. All Officers and staff Department of Legal Affairs**

**STATEMENT OF PARTICULARS FOR THE CALCULATION OF INCOME-TAX FOR THE  
FINANCIAL YEAR 2017-18**

1. **Name and Designation** : \_\_\_\_\_
2. **PAN NO.** : \_\_\_\_\_
3. **(a) Whether living in rented house or in own house:** \_\_\_\_\_
- (b) If residing in a rented house, the  
Amount of house rent paid & PAN No  
Of House Owner  
(Rent receipts for the months of April &  
October, 2017 are to be produced)** \_\_\_\_\_
4. **Details of savings made under the following  
Items for 2017-18**
- a) **Paid receipt of Annual Premium on LIC/PLI** \_\_\_\_\_
- b) **Amount deposited under  
securities in NSC/ULIP etc.** \_\_\_\_\_
- c) **Amount deposited in PPF** \_\_\_\_\_
- d) **Any other items (Tuition fee, HBA(P)  
Principal, etc.** \_\_\_\_\_
5. **Full details of property and HBA taken for rebate of interest of HBA:-**
- a) **Whether under construction/completed:-** \_\_\_\_\_
- b) **Self occupied/vacant/rented (fully/party) :-** \_\_\_\_\_
- c) **Date of occupation :-** \_\_\_\_\_
- d) **amount of loss under the head  
"Income from house property"  
(enclosed calculation and proof of payment, if any)** \_\_\_\_\_

I certify that the particulars furnished above are correct. The income tax on my pay and allowances for the financial year 2017-18 may be calculated on the basis of the above particulars and recovered from the salary.

Date :-

Signature :  
Designation: