

**Proforma for furnishing particulars of income under head other than "Salaries"**

I. **Income from other source**

(a) Interest

(i) Saving Bank Interest : ₹.....

(ii) Fixed Deposit Interest : ₹.....

(b) Other income (Specify) : ₹.....

II. **Income from House Property (fill separate sheets for more than one house property)**

1.	Address of house property in respect of which the deduction is claimed for	
2.	Status of house/flat i.e. Rented or Self occupied?	
3.	Is the house vacant? If yes state reason	
4.	Amount of HBA/Housing Loan borrowed	
5.	When borrowed?	
6.	Purpose of loan (Repair/ Renewal/reconstruction of existing house or acquisition/ purchase of new house	
7.	Date of acquisition of flat or completion of construction in case of plot enclose possession/Completion Certificate)	
8.	Name of the person in whose name property i.e. registered (Self or Spouse or both)	
9.	In case of joint ownership, percentage share of assessee in the property.(Deduction is available in proportion to the ratio of ownership)	
10.	Justification for claiming full deduction in case of joint ownership?	

A. Gross Annual Value : ₹.....  
Amount of which the property might reasonably be let out for annual municipal valuation or actual Rent received whichever is the highest

B. Loss: Corporation/Municipal Tax actually paid by The owner in the year : ₹.....

C. Net Annual value (A-B) : ₹.....

D. (a) Deduction 30% of C : ₹.....

(b) Interest on money borrowed (Enclose certificate from borrower) : ₹.....

(c) Total Deduction [D(a)+ (b)] : ₹.....

E. Net chargeable Income [C-D(c)] : ₹.....

I, \_\_\_\_\_ (name of the assessee), do declare that what is stated above is true to the best of my information and belief.

**FORM No. 12BB**

(Sec rule 26C)

Name and address of Employee:	
PAN of the Employee:	
Financial Year	

**Details of claims and evidence there of**

	Nature of claim	Amount (₹)	Evidence/Particulars
1.	<b>House Rent Allowance:</b> (I) <b>Rent Paid to the landlord</b> (II) <b>Name of the Landlord</b> (III) <b>Address of the Landlord</b> (IV) <b>PAN of the Landlord</b>  <b>Note:-</b> PAN Shall be furnished if the aggregate rent paid during the previous year exceeds One Lakh Rupees		
2.	Leave Travel Concessions or assistance		
3.	<b>Deduction of Interest on borrowing:-</b> (I) Interest Payable/Paid to the lender (II) Name of the lender (III) Address of the lender (IV) PAN of the lender (a) Financial Institutions (If available) (b) Employer (if available) (c) Others		
4.	<b>Deduction under chapter VI-A</b> (A) Section 80C, 80CCC and 80CCD (I) <b>Section 80C</b> (a) ..... (b) ..... (c) ..... (d) ..... (e) ..... (f) ..... (II) <b>Section 80CCC</b> (III) <b>Section 80CCD</b> (B) Others Sections (e.g. 80E, 80G, 80TTA, etc. Under Chapter VI-A) (i) Section..... (ii) Section..... (iii) Section..... (iv) Section.....		

**Verification**

I,....., Son/ Daughter of .....do hereby certify that the information given above is complete and Correct.

Place:	(Signature of the Employee)
Date:	Full Name:

File No. G-27036/01/2011-Cash-I  
Government of India  
Directorate General of Health Services  
(Cash-I Section)

Nirman Bhawan, New Delhi  
Date:- 09/09/2024

**CIRCULAR**

**Subject :- Income Tax deduction at source from salaries during the Financial Year 2024-2025 (U/S 192 of Income Tax Act, 1961)- information regarding.**

Cash-I Section is required to work out Income Tax liability in respect of all the Officers/Officials recovery remaining Income Tax from salary in remaining month of the current Financial Year.

For the Financial Year **2024-2025** all officials have the option to choose whether to opt for Old tax regime of for new tax regime. The option may be intimated to the Cash-I Section immediately.

All the officers/staff, in Dte.GHS are, therefore, requested to intimate saving (other than FPF/NPS Contribution, CGEGIS & CGHS) as per proforma enclosed so that income tax liability can be worked out and recovered in the remaining months of current financial year on an average basis. In case of non-receipt of information by **30<sup>th</sup> September 2024**, it will be presumed that there is no savings besides GPF/NPS contribution, CGEGIS & CGHS and income tax will be deducted accordingly on an average basis.

If saying in rented accommodation, proper rent receipt from the landlord may be provided. Further, if annual rent paid by the employee exceed Rs. 1,00,000/- per annum, it is mandatory to furnish in form 12BB (available in proforma), Name, Address and PAN of landlords.

Officers who are drawing Annual Allowance are requested to submit a certificate to the effect that the annual allowance drawn by them for the year 2024-2025 has been utilized for the purpose for which it was given.

**Self-attested** copies of the documents in respect of savings intimated may also provide.

**Complete information may reach Cash-I Section by 30/09/2024 positively so that further deduction may be made accordingly.**

  
Section Officer & DDO  
Dte. GHS

All the officers/section

Copy to,

1.General Section for uploading on Website

## PROFORMA

- (I) Allowance exempt under Section 10(Rent receipts & PAN of landlord to be furnished)
1. Rent Paid during 2024-2025 @ ₹.....P.M) ₹...../- Annum
- (II) Deduction under Chanter VI-A (Copies of savings to be furnished)
1. PLI/LIC/ULIP/Mutual Fund ₹.....
  2. PPF ₹.....
  3. National Saving Certificate (NSC) ₹.....
  4. HBA Repayment (principle amount)  
(Form 12C may be filled up to claim deduction) ₹.....
  5. Tuition Fees paid limited to 2 Children ₹.....
  6. 5 Years' Time Deposit in PO/Bank ₹.....
  7. Any other Savings ₹.....
  8. Pension Schemes (LIC Jeevan Suraksha etc.) ₹.....
  9. U/s Sec 80-D- Medical Insurance policies ₹.....
  10. U/s Sec 80-G- Donations ₹.....
  11. U/s Sec 80-E- Interest on loan taken for Higher Education ₹.....
  12. U/s Sec 80CCD(1B)- New Pension Scheme ₹.....
  13. ₹.....
- (III) Income from House property : Deduction U/S 24 & U/S 80c to be claimed in form-12C

Tax Slabs	Individuals below the age of 60 year	Individuals at the age of 60 years or more but less than 80 years.
Upto ₹ 2,50,000	Nil	Nil
₹ 2,50,001 to ₹3,00,000	5%	5%
₹ 3,00,001 to 10,00,000	20%	20%
₹ 5,00,001 to 10,00,000	30%	30%
Exceeding ₹ 10,00,000		

Emp. Code: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Ph. (Direct/4digit/3digit)\_\_\_\_\_

Email Id \_\_\_\_\_