



PASCHIM BANGA GRAMIN BANK

HEAD OFFICE: NATABAR PAUL ROAD, CHATTERJEE PARA MORE TIKIAPARA, HOWRAH, PIN 711 101

Circular No. PBGB/HO/PAD /97 /2021-22

Date:23-09-2021

**ALL BRANCHES/OFFICES**

**Sub: Deduction of tax at source - "Income Tax Deduction from Salaries" during the Financial Year (FY) 2021-22 { Assessment Year (AY) 2022-23 } u/s 192 of the Income Tax Act, 1961.**

As per Finance Act 2020, there is an option given to Assesseees either to move to new tax regime u/s 115BAC or to remain in old tax regime. Accordingly employees are required to opt for any one of the tax regimes in the beginning of the Financial year in HRMS and tax will be deducted based on the same.

Kindly note that once an option is exercised to choose between old tax regime and new tax regime, it cannot be revoked during the current financial year. The selection between the old tax regime and new tax regime has already been done for FY 2021-22 for existing staff members in HRMS..

In case no option is selected, TDS will be deducted considering the tax liability under the old tax regime.

The details of exemption/allowance/taxability under both provisions are as under:

<b>A</b>	<b>TAX RATE UNDER OLD TAX REGIME:</b>		
<b>1</b>	<b>FOLLOWING ARE THE INCOME TAX RATES APPLICABLE FOR FY 2021-22:</b>		
<b>i</b>	<b>For Assesseees who are 60 years or more but less than 80 years</b> (For a resident senior citizen {who is 60 years or more at any time during the previous year but less than 80 years on the last day of the previous year i.e. born on or after April 2, 1942 but before April 2, 1962})		
	<b>Net Income Range</b>	<b>Income Tax Rates</b>	<b>Surcharge</b>
			<b>Health and Education Cess (HEC)</b>
	Up to Rs 3,00,000	Nil	Nil
	Rs 3,00,000 - Rs 5,00,000	5% of (Total Income minus Rs 3,00,000)	Nil
	Rs 5,00,000- Rs 10,00,000	Rs 10,000 + 20% of [Total Income minus Rs 5,00,000)	Nil
	Rs 10,00,000- Rs 50,00,000	Rs 1,10,000 + 30% of (Total Income minus Rs 10,00,000)	Nil
	Rs 50,00,000- Rs 1,00,00,000	Rs 13,10,000 + 30% of (Total Income	10% of Income Tax
			4% of Income Tax and surcharge

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		minus Rs 50,00,000)		
<b>ii)</b>	<b>For Assesseees who are 80 years or more For a Resident Super Senior Citizen</b> (who is 80 years or more at anytime during the previous year i.e. born before April 2, 1942)			
	<b>Net Income Range</b>	<b>Income Tax Rates</b>	<b>Surcharge</b>	<b>Health and Education Cess (HEC)</b>
	Up to Rs 5,00,000	Nil	Nil	Nil
	Rs 5,00,000 - Rs 10,00,000	20% of (Total Income minus Rs 5,00,000)	Nil	4% of Income Tax
	Rs 10,00,000- Rs 50,00,000	Rs 1,00,000+ 30% of (Total Income minus Rs 10,00,000)	Nil	4% of Income Tax
	Rs 50,00,000- Rs 100,00,000	Rs 13,00,000+ 30% of (Total Income minus Rs 50,00,000)	10% of Income Tax	4% of Income Tax and surcharge
<b>iii)</b>	<b>For Assesseees who are below 60 Years</b> For any other resident individual born on or after 02.04.1962:			
	<b>Net Income Range</b>	<b>Income Tax Rates</b>	<b>Surcharge</b>	<b>Health and Education Cess (HEC)</b>
	Up to Rs 2,50,000	Nil	Nil	Nil
	Rs 2,50,000 - Rs 5,00,000	5% of (Total Income minus Rs 2,50,000]	Nil	4% of Income Tax
	Rs 5,00,000- Rs 10,00,000	Rs 12500 + 20% of Total Income minus Rs 5,00,000)	Nil	4% of Income Tax
	Rs 10,00,000- Rs 50,00,000	Rs 1,12,500 + 30% of (Total Income minus Rs 10,00,000)	Nil	4% of Income Tax
	Rs 50,00,000- Rs 100,00,000	Rs 13,12,500 + 30% of (Total Income minus Rs 50,00,000)	10% of Income Tax	4% of Income Tax and surcharge
We have considered Net Income Range upto Rs 100,00,000/- for the employees/officers of the Bank				
<b>Note 1: Rebate u/s 87A</b>				

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A Rebate is available to a resident individual (whose net income does not exceed Rs. 500000) U/S 87A. It is deductible from income tax before adding surcharge and education cess. The amount of rebate is 100 percent of income tax or Rs. 12500/-

### **Note 2: If PAN is not furnished**

If PAN is not furnished by an employee/officer, tax will be deducted at normal rates or at the rate of 20%, whichever is higher.

### **B NEW TAX REGIME (OPTIONAL) u/s 115BAC:-**

Section 115BAC has been enacted w.e.f. A.Y. 2021-22 to provide a new optional tax regime benefit for Individuals/HUF for deduction of tax at lower rates on income if they agree to forego prescribed deductions and exemptions specified under the Income Tax Act.

### **1 The Income tax computation as per new tax regime is given in the table below:-**

Total Income	Income Tax Rates
Up to Rs 2,50,000	NIL
From Rs 2,50,001 to Rs 5,00,000	5%
From Rs 5,00,001 to Rs 7,50,000	10%
From Rs 7,50,001 to Rs 10,00,000	15%
From Rs 10,00,001 to Rs 12,50,000	20%
From Rs 12,50,001 to Rs 15,00,000	25%
Above Rs 15,00,000	30%

### **Note 3: Surcharge**

10% of Income tax where total income exceeds Rs 50,00,000 upto Rs 1,00,00,000/-

### **Note 4: Health and Education Cess**

4% of income tax and surcharge.

### **2 Income Tax exemptions and deductions to continue under the new tax regime are as follows:-**

<b>i</b>	Exemption u/s 10(10) related to gratuity.
<b>ii</b>	Exemption u/s 10(10A) related to commutation of pension
<b>iii</b>	Exemption u/s 10(10AA) related to leave encashment.
<b>iv</b>	Interest on public provident fund u/s 10(11) as well as final payment at the time of maturity.
<b>v</b>	Interest on Sukanya Samridhi Account as well as withdrawal or final payment u/s 10(11A).

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<b>vi</b>	Exemption u/s 10(12) related to interest and withdrawal from recognized provident fund.	
<b>vii</b>	Exemption u/s 10(12A)/(12B) related to payment (including withdrawal) from NPS.	
<b>viii</b>	Exemption u/s 10(13) related to payment from approved superannuation fund.	
<b>3</b>	<b>Comparison of Exemption/Deduction Between Old Tax Regime and New Tax Regime:-</b>	
	<b>Exemption/Deduction</b>	<b>Old Regime</b>
		<b>New Regime</b>
	Rebate u/s 87A	Available
	Exemption pertaining to Gratuity [Sec 10(10)]	Available
	Exemption pertaining to Commutation of Pension [Sec10(10A)]	Available
	Exemption pertaining to Leave Encashment [Sec 10(10A)]	Available
	Exemption pertaining to Conveyance/ Transport Allowance [Sec 10(14)]	Available
	Leave Travel Concession [Sec 10(5)]	Available
	House Rent Allowance [Sec. 10(13A)]	<b>Not Available</b>
	Special Allowance Other Than Mentioned Above [Sec 10(14)]	<b>Not Available</b>
	House Rent Allowance [Sec. 10(13A)]	<b>Not Available</b>
	Standard Deduction [Sec. 16(ia)]	<b>Not Available</b>
	Entertainment Allowance Deduction [Sec. 16(ii)]	<b>Not Available</b>
	Professional Tax Deduction [Sec. 16(iii)]	<b>Not Available</b>
	Interest on Housing Loan [Sec. 24(b)]	<b>Not Available</b>
	Standard Deduction in case of Family Pension [Sec.57(ia)]	<b>Not Available</b>

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Deduction u/s 80C to 80U*	Available	<b>Not Available</b>
Deduction u/s 80TTA/80TTB	Available	<b>Not Available</b>
* Includes any deduction under chapter VIA (like section 80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80E, 80EE, 80EEA, 80EEB, 80G, 80GG, 80GGA, 80GGC, 80IA, 80-IAB, 80- IAC, 80-IB, 80-IBA, etc).		
<b>C</b>	<b>TOTAL SALARY INCOME:</b> The substance of the main provisions of Income Tax Act, 1961, read with Income Tax Rules 1962 in so far as they relate to income chargeable under the head "salaries" on which tax is to be deducted at source during the Financial Year 2021-22 is given hereunder and in the succeeding paragraphs:  As per Section 192(1) of the Income Tax Act, 1961, every person who is responsible for paying any income chargeable under the head "salaries" shall deduct income tax, at the time of payment, computed on the estimated income for that financial year. No tax is deductible where estimated salary does not exceed the maximum amount not chargeable to tax. This is applicable even if the employee/officer does not have PAN.	
<b>1</b>	<b>Total salary income includes:-</b>	
<b>a</b>	Basic pay, dearness allowance, advance salary, city compensatory allowance, taxable portion of house rent allowance, special allowance, overtime allowance, taxable portion of hill and fuel allowance and all other allowances & wages	
<b>b</b>	Arrear of salary (if not taxed earlier)	
<b>c</b>	Leave encashment	
<b>d</b>	Taxable portion of gratuity	
<b>e</b>	Any fees, commission and perquisites or profit in lieu of salary	
<b>f</b>	Any annuity or pension	
<b>g</b>	Annual accretion to the employee's account in a recognized Provident Fund to the extent to which it is chargeable to tax	
<b>h</b>	Transferred balance in a recognized provident fund to the extent it is taxable	
<b>i</b>	Contribution by the Central Govt. or any other employer to the account of an employee under a pension scheme referred to in Section 80CCD (i.e. NPS).	
<b>It is important to note that what is taxable under section 15 for the purpose of salary is "salary due" and not "salary accrued".</b>		

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<b>2</b>	<b>INCOMES WHICH DO NOT FORM PART OF TOTAL INCOME (EXEMPTIONS):-</b>
<b>a</b>	<b>House Rent Allowance (HRA) – Section 10 (13A) &amp; Rule 2A</b>
	<p>The quantum of exemption available will be the least of the following –</p> <p>i) The actual amount of HRA received by the employee/officer in respect of the period during which the rental accommodation is occupied by the employee/officer during the previous year.</p> <p>ii) The excess of rent paid over 10% of salary</p> <p>iii) An amount equal to 50% of the salary where the residential house is situated at Mumbai, Delhi, Chennai or Kolkata, and an amount equal to 40% of the salary where the residential house is situated at any other place.</p> <p><b>Note-1 :</b> Employees/officers receiving HRA but residing in their own houses and those who are not producing any rent receipt would not be eligible for the exemption as no rent is paid by them and the alternative (b) above, would be NIL in their case. However, if HRA is up to Rs 3,000 per month then employees/officers would be exempted from production of rent receipts for the purpose of Tax Deduction at Source.</p> <p><b>Note-2 :</b> Evidence of actual payment of rent before excluding the house rent allowance or any portion thereof should be insisted upon.</p> <p><b>Note-3 :</b> Salary here means Basic salary + Dearness Allowance, However, Dearness allowance/pay shall be considered only when it is a part of salary for computing all retirement benefits (like pension, leave encashment, gratuity, provident fund etc.). If dearness allowance/pay is part of salary for computing only some (not all) of the retirement benefits, then it is not taken into consideration for this purpose. <u>So in the case of our Bank, DA should not be included while computing the HRA Exemption limit.</u></p> <p><b>Note-4:</b> PAN of landlord is required only if rent paid is more than Rs 1,00,000 per annum</p>
<b>b</b>	<b>Gratuity – Section 10(10)</b>
	<p><u>i) In case of Employee/officer covered by the Payment of Gratuity Act under Sec.10(10) (ii)</u></p> <p>The extent of exemption for gratuity would be the least of the following:</p> <p>a) 15 days' salary based on salary last drawn for every completed year of service or part thereof in excess of 6 months [Salary of 15 days' is calculated by dividing last salary drawn by 26 (being the number of working days in a month) and multiplying by 15].</p> <p>b) Rs. 20,00,000/- (with effect from 29-03-2018 )</p> <p>c) Gratuity actually received.</p> <p><b>Salary means</b> basic salary last drawn by the employee/officer and includes dearness allowance ( only when it is a part of salary for computing all retirement benefits like pension, leave encashment, gratuity, provident fund etc.) but excludes all other allowances and perquisites.</p>

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	<p><b>ii) Payment of any other Gratuity – Sec.10 (10) (iii):</b> Any other gratuity (not covered by above) is exempt from tax to the extent of the least of the following: a) Rs. 10, 00,000/- b) Half month's average salary for each completed year of service. c) Gratuity actually received.</p> <p><b>Note-1: Average salary for point no. ii above:</b> For Payment of any other Gratuity – Sec.10 (10) (iii) - Average salary is calculated on the basis of 10 months immediately preceding the month in which the person retires.</p> <p><b>Note-2: Salary means for point no. ii above:</b> Basic Pay + DA (only if it is part of salary for calculating all retirement benefits). For the purpose of calculating completed years, any fraction of the year will be ignored (applicable for "Payment of any other Gratuity" i.e. point no. II above)</p> <p><b>Excess Gratuity in both the points (I) and (II) above:</b> Gratuity received in excess of the limits is taxable. The assessee is entitled to tax relief to be claimed U/s.89 but no relief is admissible if taxable gratuity is in respect of service rendered for less than five years.</p>
<b>c</b>	<p><b>Leave Encashment on Retirement – Section 10 (10AA) (ii)</b></p> <p>The extent of exemption of Leave Encashment at the time of retirement whether on superannuation or otherwise would be the least of the following:</p> <p>Cash equivalent of leave salary in respect of the period of earned leave to the credit of the employee/officer only at the time of retirement whether on superannuation or otherwise (earned leave entitlements cannot exceed 30 days for every year of actual service rendered for the employer from whose service he/she has retired). (i) 10 months' "average salary". (ii) Leave encashment actually received at the time of retirement. (iii) Rs. 3,00,000/-</p> <p><b>Note -1: Salary means:-</b> Salary for this purpose means basic salary and included DA (DA is considered only when it is part of salary for computing all retirement benefits).</p> <p><b>Note -2 : Leave Salary of Deceased Employee/officer:</b> - Salary paid to the legal heirs of the deceased employee/officer in respect of privilege leave standing to the credit of such employee/officer at the time of his/her death is not taxable as salary.</p>
<b>d</b>	<p><b>Compensation received for termination / modification of employment agreement (Section 56(2)(xi)</b></p> <p>Any compensation due to or received by any person by whatever name called in connection with the termination of his/her employment shall be chargeable to tax under the head "Income from Other Sources ".</p>

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<b>e</b>	<b>Pension – Section 17(1)(ii)</b> The taxability of pension in different cases is given below:-	
	<b>Different Situations</b>	<b>Tax Treatment</b>
Case 1	Family pension received by family members	It is taxable in the hands of recipients u/s 56 under the head "Income from other sources". Standard Deduction is available u/s 57 which is 1/3rd of such pension or Rs 15000/- whichever is lower. <b>No TDS to be deducted from family Pension.</b>
Case 2	Pension in case of an employee (received after retirement but during his/her lifetime) who has joined the Central Govt. (on or after January 1, 2004] or any other employer (on, before or after 01.01.2004)	<p>New Pension Scheme (NPS) is applicable to new entrants to Government service or any other employer. It is mandatory for persons who come under the scheme, to contribute 10% of salary every month towards NPS. A matching contribution is required to be made by the employer to the said account. The tax treatment under the new scheme is as follows</p> <ol style="list-style-type: none"> <li>1. Contribution by the employer to NPS is first included under the head "Salaries" in the hands of the employee.</li> <li>2. Such contribution is deductible (to the extent of 10% of the salary of the employee) under section 80CCD(2). Employee w.e.f. A.Y. 2020-21.</li> <li>3. Employee's contribution to NPS (to the extent of 10% of the salary of the employee) is also deductible under section 80CCD(1).</li> </ol> <p><b>Note:-</b></p> <p>a) The aggregate amount of deduction u/s 80C, 80CCC and 80CCD(1) [i.e. contribution by employee/ other persons towards NPS] cannot exceed Rs 1,50,000/-</p> <p>b) From the assessment year 2016-17, the employee who has joined NPS, can claim an additional amount (up to Rs 50,000/-) in respect of his/her contribution towards NPS as deduction u/s 80CCD(1B). Contribution u/s 80CCD(1B) is not covered by cumulative ceiling of Rs 1.5 Lacs mentioned above</p> <p>c) When pension is received out of the aforesaid amount, it is chargeable to tax in the hands of the recipient. However, such exemption is available on partial withdrawal before retirement or withdrawal at the time of retirement.</p> <p>"Salary" for this purpose includes Dearness allowance (if the terms of employment so provide) but excludes all other allowances and perquisites.</p>
Case 3	Pension (received by the employee after retirement but during his/her	<b>Un-commuted</b> Uncommuted pension is taxable as salary in the hands of the employee.

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	lifetime, in any other case)	<b>Commuted</b> i. where an employee receives gratuity, the commuted value of 1/3rd of the pension which he is normally entitled to receive is exempt from tax. ii. In any other case, the commuted value of one-half of such pension is exempt from tax. (If payment in commutation of pension received by the employee exceeds the aforesaid limits, such excess is liable to tax in the assessment year relevant to the previous year in which it is due or paid. However persons can claim relief u/s 89)
<b>f</b>	<b>Exempted Allowances – Section 10(14)</b>	
	<p>▶ Certain allowances like Hill &amp; Fuel Allowances, conveyance allowance etc. are exempt from tax to a certain extent as specified in Rule 2BB and revised from time to time by the Income Tax Department.</p> <p>▶ Transport Allowance granted to an employee/officer for commuting between residence and office is exempt from tax up to a maximum of Rs. 3200/- per month for a blind or orthopedically handicapped employee/officer with disability of lower extremities.</p> <p>▶ Conveyance allowance granted to meet expenses in performance of duties is exempt to the extent used to meet expenses on conveyance in performance of duties.</p> <p>▶ Children's education allowance is exempt up to Rs. 100 per month per child up to a maximum of two children.</p> <p>▶ Allowance to meet hostel expenditure of children is exempt up to Rs. 300 per month per child up to a maximum of two children.</p> <p>▶ Any other allowance given for any specified purpose is exempt if it is used for that purpose only.</p>	
<b>D</b>	<b>VALUATION OF PERQUISITES SEC.17(2)/Rule3(a)(iii):</b>	
<b>1</b>	<b>Interest Free or Concessional Loan:</b>	
	Interest free loan or loan at concessional rate of interest given by an employer to the employee/officer (or any member of his/her household) it is a perquisite chargeable to tax. It is taxable on the following basis:-	
Step I	Find out the "maximum outstanding monthly balance" (i.e. the aggregate outstanding balance for each loan as on the last day of each month).	
Step II	Find out the rate of interest charged by SBI as on the first day of the relevant previous year in respect of loan for the same purpose advanced by it.	
Step III	Calculate interest for each month of the previous year on the outstanding amount mentioned in Step 1 at the rate of interest given in Step 2	
Step IV	From the total interest calculated for the entire previous year under Step 3, deduct interest actually recovered, if any, from the employee/officer during the previous year.	

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Step V	The balance amount (i.e. Step 3 minus Step 4) is the taxable value of perquisite.	
<b>State Bank of India lending rates as on 1st April 2021 for the Assessment Year 2022- 23 are as follows:</b>		
	<b>As on April 1, 2021 for the assessment year 2022-23</b>	
	<b>For women borrower</b>	<b>For other borrowers</b>
Housing Loan	6.95% - 7.45%	7.00% - 7.50%
Car Loan	9.30% - 9.80%	9.30% - 9.80%
Certified pre-owned Car Loan	11.05% - 12.05%	11.05% - 12.05%
Super bike loan	11.80%	11.80%
Two – wheeler Loan	17.60%	17.60%
Education Loan ( up to Rs. 7.5 lakh)	10.05%	10.55%
Education Loan ( above Rs. 7.5 lakh)	10.30%	10.80%
<b>Note-1: However in the following cases, the perquisite is not chargeable to tax:-</b>		
Exemption 1	If a loan is made available for medical treatment in respect of diseases specified in Rule 3A of the Rules. The exemption is however not applicable to so much of the loan as has been reimbursed to the employee/officer under any medical insurance scheme.	
Exemption 2	Where the amount of original loan (or loans) does not exceed in the aggregate of Rs. 20000/-	
<b>Writ Petitions filed by Officers Association at Jabalpur High Court Hon'ble High</b>		
Court of Jabalpur, Madhya Pradesh passed the following order on 28.03.2008, 31.03.2008, 23.03.2009 and 24.03.2009 in the writ petition filed by All India Bank Officers' Confederation (AIBOC) and All India Bank Officers' Association (AIBOA), India National Bank Officers Congress (INBOC) and All India Bank Employees' Association (AIBEA) respectively.		
<b>Quote:</b> "In the meanwhile tax at source from the members of the petitioner union shall be deducted in accordance with to the cost of the employer and not in accordance with the SBI lending rate as indicated and keeping in view the decision rendered by the Supreme Court in the case of Arun Kumar and others vs. Union of India (2006) 286 I.T.R. 89(SC)"		
<b>Unquote:</b> In this connection Law Department of UCO Bank has opined that the order of Hon'ble		

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High Court, Jabalpur, MP will be applicable to their Bank also and to all the other states along with MP state. However, the applicability of order is restricted to the members of petitioner unions only i.e. All India Bank Officers' Confederation (AIBOC) and All India Bank Officers' Association (AIBOA), India National Bank Officers Congress (INBOC), All India Bank Employees' Association (AIBEA).

In this context we shall be then and there advising all Regional Offices in regard to the development taking place in these two writ petitions. The branches/ offices should keep in touch with the respective Regional Offices for ascertaining any change in the operation of order by virtue of alternative judgment if any in due course.

### **2 Valuation of Medical Expenses etc.- Section 17(2)(v):-**

Reimbursement of medical expenses is exempt in the following cases: Reimbursement of medical expenses actually incurred by the employee/officer on his/her medical treatment or any member of his/her family –

- |            |   |
|------------|---|
| <b>i</b>   | In any hospital including Dispensary, Clinic & Nursing home maintained by the Government or any local authority or any other hospital approved by the Government for the purpose of medical treatment of its employee/officers;   |
| <b>ii</b>  | In respect of the prescribed diseases or ailments, in any hospital approved by the Chief Commissioner having regard to the prescribed guidelines; Provided that, in a case falling in sub-clause (ii) the employee/officer shall attach with his/her return of income a certificate from the hospital specifying the disease or ailment for which medical treatment was required and the receipt for the amount paid to the hospital.   |
| <b>iii</b> | Group medical insurance (i.e. Mediclaim) obtained by the employer for his/her employee/officers or reimbursement of insurance premium to the employee/officer who takes such medical insurance on his/her life or on the life of his/her family members. The prescribed diseases or ailments shall be the following:- Namely –<br>(i) Cancer<br>(ii) Tuberculosis<br>(iii) Acquired immunity deficiency syndrome<br>(iv) Disease or ailment of the heart, blood lymph glands, bone marrow, respiratory system, central nervous system, urinary system, liver, gallbladder, digestive system, endocrine glands or the skin, requiring surgical operation<br>(v) Ailment or disease of the eye, ear, nose or throat, requiring surgical operation<br>(vi) Fracture in any part of the skeletal system or dislocation of vertebrae requiring surgical operation or orthopedic treatment<br>(vii) Gynecological or obstetric ailment or disease requiring surgical operation, caesarean operation or laparoscopic intervention<br>(viii) Ailment or disease of the organs mentioned at (iv), requiring Medical treatment in a hospital for at least three continuous days;<br>(ix) Gynecological or obstetric ailment or disease requiring medical treatment in a hospital for at least three continuous days;<br>(x) Burn injuries requiring medical treatment in a hospital for at least three continuous days; |

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	(xi) Mental disorder – neurotic or psychotic – requiring medical treatment in a hospital for at least three continuous days; (xii) Drug addiction requiring medical treatment in a hospital for at least seven continuous days. (xiii) Anaphylactic shocks including insulin shocks, drug reactions and other allergic manifestations requiring medical treatment in a hospital for at least three continuous days.
<b>3</b>	<b>LTC /LFC – Section- 10(5):</b>
	Leave travel assistance, extended by an employer to his/her employee for going anywhere in India along with his/her family, is exempt of the basis of provisions as below:-
<b>Different Situations</b>	<b>Amount of Exemption</b>
Where the journey is performed by air	Amount of air economy class fare of the national carrier by the shortest route or the amount spent, whichever is less.
Where journey is performed by rail	Amount of air-conditioned first class rail fare by the shortest route or the amount spent, whichever is less.
Where places of origin of journey and destination are connected by rail and the journey is performed by any mode of transport	Amount of air-conditioned first class rail fare by the shortest route or the amount spent, whichever is less.
Where the places of origin of journey and destination or part thereof are not connected by rail:- <ul style="list-style-type: none"> <li>• Where a recognized public transport system exists</li> <li>• Where no recognized public transport system exists</li> </ul>	<p>First class or deluxe class fare, by the shortest route or the amount spent, whichever is less.</p> <p>Air-conditioned first class rail fare by the shortest route (as if the journey had been performed by rail) or the amount spent, whichever is less.</p>
<p><b>Note 1:</b> The exemption referred to above shall be available to an individual in respect of two journeys performed in a block of four calendar years commencing from the calendar year 1986. Accordingly, the current block of four years will be from 01.01.2018 to 31.12.2021.</p> <p><b>Note 2:</b> Where such travel concession or assistance is not availed of by the individual during any such block of four calendar years, an amount in respect of the value of the travel concession or assistance, if any, first availed of by the individual during the first calendar year of the immediately succeeding block of four calendar years shall be eligible for exemption and this is popularly known as “carry over” concession.</p>	

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### **Note-3:**

The amount in respect of the value of the travel concession or assistance referred to in the "carry over" concession, stated above, shall not be taken into account in determining the eligibility of the amount in respect of the value of the travel concession or assistance in relation to the number of journeys under the succeeding block of four years.

### **Note-4:**

Family means (a) the spouse and children of the employee/officer (b) parents, brothers and sisters of the employee/officer who are wholly or mainly dependent on him. However, family does not include more than two surviving children of an individual born on or after 1st October, 1998.

**Note-5:** Any amount received by an employee/officer by encashing his/her LTC shall be added to his/her salary income and accordingly to be taxed.

**Note-6:** Exemption shall not be available if the family members travelling separately without the employee/officer who is not on leave.

**Note-7:** The Exemption is strictly limited to expenses on air fare, rail fare, bus fare only. No other expenses like scooter or taxi charges at both ends, portage expenses during the journey and lodging/boarding expenses will qualify for exemption.

<b>E</b>	<b>DEDUCTIONS (CHAPTER VI):-</b>
<b>1</b>	<b>Deduction from Salary:-</b>
<b>i</b>	<p><b>Standard Deduction:</b> Clause (ia) has been inserted in Section 16. This clause provides Standard Deduction from A.Y.2020 -21 in computation of income Chargeable under head Salaries. This amount of Standard Deduction will be Rs.50,000/- or the amount of Salary, whichever is lower.</p>
<b>ii</b>	<p><b>Professional Tax:</b> Deduction from income is allowed on any sum paid on account of tax on employment levied by the State under clause (2) of Article 276 of the Constitution of India.</p>
<b>2</b>	<b>Deduction From Total Income (Chapter VIA) (Section 80C to 80U)</b>
	Aggregate of deductions U/S 80C to 80U cannot exceed gross total income. Details are as below:-
<b>i</b>	<b>Deduction in respect of Life Insurance Premia, Deferred Annuity, Contributions to PF, Contributions to certain Equity Shares or Debentures etc. u/s 80C :</b>
	Under Sec 80C deduction would be available from gross total income in respect of the following items:
<b>a</b>	Payment of insurance premium to effect or to keep in force insurance on the life of the employee/officer, his/her spouse or any child of the employee/officer
	<b>Note -:</b> For the purpose of claiming deduction, insurance premium cannot exceed the

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maximum ceiling given below:			
Particulars	Policy on the life of person with disability or severe disability or on the life of a person suffering from disease as given in section 80DDB	Policy on the life of any other person	
1. If policy issued before 01.04.2012	20 percent of sum assured	20 percent of sum assured	
2. If policy is issued during F.Y. 2012-13	10 percent of sum assured	10 percent of sum assured	
3. If policy is issued on or after 01.04.2013	15 percent of sum assured	10 percent of sum assured	
<b>Sum assured-</b> means minimum amount assured under the policy without including any premium agreed to be returned and / or any benefit by way of bonus.			
<b>b</b>	Contribution (not being repayment of loan) to a <u>statutory provident fund</u> , <u>recognized provident fund</u> , 15-year <u>public provident fund</u> or <u>approved superannuation fund</u> .		
<b>c</b>	Amount deposited in fixed deposits of 5 years or more with a scheduled bank.		
<b>d</b>	Amount deposited in 5 Year Time Deposit Scheme under Post Office.		
<b>e</b>	Amount deposit in Senior Citizen Saving Scheme.		
<b>f</b>	Investment made in Sukanya Samridhi Account for a special purpose of small savings instruments for the welfare of the girl child.		
<b>g</b>	Contribution towards unit-linked Insurance plan, 1971 of UTI (on the life of himself / spouse /any child).		
<b>h</b>	Contribution for participation in the Unit Linked Insurance Plan of UTI or LIC Mutual Fund.		
<b>i</b>	Any payment made in respect of non-commutable deferred annuity in the name of the individual, wife or husband or any child.		
<b>j</b>	Amount paid as tuition fees for a maximum of two children, whether at the time of admission or otherwise - to any university, college, school or other educational institution situated within India for the purpose of full time education (excluding any payment towards any development fees or donations or payment of similar nature)		
<b>k</b>	Investment in share/ debenture or units of infrastructure sector (including power sector) or units of mutual fund proceeds which are utilized for developing/ maintaining of new		

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	infrastructure facilities.
<b>l</b>	Contribution to notified pension fund set up by mutual fund or UTI.
<b>m</b>	Subscription of any notified bonds of National Bank for Agriculture and Rural Development (NABARD).
<b>n</b>	Amount contributed (for a fixed period of not less than three years) by a Central Government Employee to his/her NPS (Tier-II) account applicable w.e.f. AY 2020-21.
<b>o</b>	Any premium paid to effect or to keep in force a contract for specified annuity plans of Life Insurance Corporation viz. Jeevan Dhara and Jeevan Akshay plans or annuity plans of other insurance companies.
<b>p</b>	Any subscription towards notified units of a Mutual Fund/UTI.
<b>q</b>	Any sum paid (including interest thereon) as subscription to Home Loan Account Scheme of the National Housing Bank or subscription to any notified deposit scheme or a notified pension fund set up by the National Housing Bank. [Notified scheme for this purpose is the National Housing Bank (Tax Saving) Term Deposit Scheme, 2008.]
<b>r</b>	<p>Any sum paid in relation to the purchase or construction of a residential house property, the income from which is chargeable to tax under the head 'Income from House Property' - where such payments are made towards or by way of:-</p> <ul style="list-style-type: none"><li>• Any installment or part payment of the amount due under any self-financing or other scheme of any development authority, Housing Board etc. or</li><li>• Repayment of Loan (Principal amount only) borrowed from the Government, or any bank or any branch of Life Insurance Corporation of National Housing Bank, or certain other categories of institutions engaged in the business of providing long-term finance for construction or purchase of houses in India.</li><li>• Stamp duty, registration fee and other expenses for the purpose of transfer of such house property to the assessee.</li></ul> <p>Payments towards the cost of house property will not include the following:-</p> <ul style="list-style-type: none"><li>• The cost of any addition/alteration or renovation or repair of the house property which is carried out after the issue of the completion certificate by the competent authority or after the occupation of the house by the employee or after it has been let out.</li></ul>
<b>s</b>	Any expenditure in respect of which deduction is allowable under the provisions of section 24 such as Interest on borrowed capital.
<b>t</b>	Subscription to National Savings Certificate (VIII Issue and IX Issue).
<b>u</b>	Interest accrued on National Savings Certificate (VIII Issue and IX Issue) is qualified for deduction at the end of each year ( except for the last year) shall be deemed to be

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reinvested as per table below:-									
<b>NSC VIII Issue</b>									
Amount of Interest (Rs.) accruing on certificate of Rs. 100 denomination									
The year for which interest accrues	NSC purchased during April 1, 2016 and September 30, 2016	NSC purchased during October 1, 2014 and March 31 2017	NSC purchased during April 1, 2017 and June 30, 2017	NSC purchased during July 1,2017 and December 31,2017	NSC purchased during January 1, 2018 and September 30, 2018	NSC purchased during October 1,2018 and June 30, 2019	NSC purchased during July 1, 2019 and March 31, 2020	NSC purchased during April 1, 2020 and March 31, 2021	
1st Year	8.10	8.00	7.90	7.80	7.60	8.00	7.90	6.80	
2nd Year	8.76	8.64	8.52	8.41	8.18	8.64	8.52	7.26	
3rd Year	9.46	9.33	9.20	9.06	8.80	9.33	9.20	7.76	
4th Year	10.23	10.08	9.92	9.77	9.47	10.08	9.92	8.28	
5th Year	11.06	10.88	10.71	10.53	10.19	10.88	10.71	8.85	
<b>NSC IX Issue</b>									
Amount of Interest (Rs) accruing on certificate of Rs 100 denomination									
Year for which Interest accrues	NSC purchased before April 1,2012		NSC purchased during FY 2012- 13		NSC purchased during FY 2013-14to 2015-16				
1st Year	8.89		9.10		8.99				
2nd Year	9.68		9.93		9.80				
3rd Year	10.54		10.83		10.68				
4th Year	11.48		11.81		11.64				
5th Year	12.50		12.89		12.69				
6th Year	13.61		14.06		13.83				
7th Year	14.82		15.34		15.08				

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	8th Year	16.13	16.74	16.43
	9th Year	17.57	18.26	17.91
	10th Year	19.13	19.92	19.52
	<p><b>Note -1:</b> Maximum amount deductible under Sec. 80C is Rs 1.5 Lac.</p> <p><b>Note-2:</b> Where the construction of the property does not get completed by the end of the year, no deduction shall be allowed under (r) above.</p> <p><b>Note-3:</b> If the house property is transferred before expiry of 5 years from the end of the financial year in which construction completed/possession is obtained no deduction should be allowed in that year. Besides, total income tax deductions in respect of such repayment allowed in earlier years shall be added to the tax on the total (taxable) income for that year.</p>			
<b>3</b>	<b>Deduction In respect of Contribution to Certain Pension Funds -Section 80CCC:-</b>			
	Section 80 CCC provides for a deduction maximum up to Rs 150,000/- to an individual for any amount paid or deposited by him/her in an annuity plan of the Life Insurance Corporation of India or any other insurer approved by IRDA for receiving pension from a fund as referred to in Section 10(23AAB).			
<b>4</b>	<b>Deduction in respect of Contribution to National Pension Scheme (NPS) notified by Central Government- Section 80CCD:-</b>			
	Section 80 CCD is applicable if the following conditions are satisfied:			
	<ul style="list-style-type: none"><li>• The taxpayer is an individual.</li><li>• He/She is employed by the Central government (on or after January 1, 2004) or employed by any other person. He/She may be even a self-employed person.</li><li>• He/She has in the previous year paid or deposited any amount in his/her account under a pension scheme notified by the Central government i.e. NPS. NPS covers New Pension Scheme and Atal Pension Yojna.</li></ul>			
<b>i</b>	<b><u>Contribution towards NPS by employee 80CCD(1):-</u></b>			
	Employee's contribution to NFS is deductible under section 80CCD(1] in the year in which contribution is made. No deduction is available in respect of an employee's contribution which is in excess of 10% of the salary (both Basic & DA).			
	<b><u>Cumulative Monetary Ceiling on aggregate amount of deduction u/s 80C, 80CCC and</u></b>			

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	<b><u>80CCD(1):-</u></b>	
	The aggregate amount of deduction u/s 80C, 80CCC and 80CCD(1) [i.e. contribution by an employee (or any other individual) towards Notified Pension Scheme (NPS)] cannot exceed Rs 1,50,000/-	
<b>ii</b>	<b><u>Contribution towards NPS by employer u/s 80CCD(2):-</u></b>	
	Contribution to NPS by the employer is deductible u/s 80CCD(2) in the hands of the concerned employee in the year in which contribution is made. However no deduction is available in respect of employer's contribution which is in excess of 10% of the salary (both Basic and DA) of the employee.	
<b>iii</b>	<b><u>Additional Contribution up to Rs. 50,000 towards NPS under section 80CCD(1B)-</u></b>	
	Additional deduction in respect of any amount (up to Rs. 50,000) for contribution made by an Individual assessee under the NPS. On this contribution, the ceiling of Rs. 1,50,000 under section 80CCE is not applicable. The additional deduction of Rs. 50,000 is available whether (or not) any claim under section 80CCD(1) has been made.	
	<b><u>Note -</u></b> Employer's contribution to NPS and additional contribution to NFS u/s 80CCD (1B) will also be allowed as deduction but it shall not form part of Rs 1,50,000/- limit given above.	
<b>iv</b>	<b>Tax at the Time of Withdrawal:-</b>	
	The amount standing to the credit of an assessee in NPS for which deduction has already been claimed by him/her shall be taxed as:-	
	<b>Taxability of the payment to be received from NPS</b>	<b>From AY 2020-21</b>
<b>a</b>	Amount received by the employee (or a non-employee) on closure of account or on his/her opting out of the NPS Scheme.	60% exempted
<b>b</b>	In (a), amount is received by a nominee on the death of the assessee.	Exempt
<b>c</b>	Pension received out of NPS.	Taxable
<b>d</b>	Amount received in (a),(b),(c) is utilized for purchasing an annuity plan in the same previous year.	Exempt
<b>e</b>	Pension received out of annuity plan purchased in (d).	Taxable
<b>f</b>	Partial withdrawal from NPS (to the extent it does	Exempt

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	not exceed 25 % of an employee's contribution)		
<b>5</b>	<b>Deduction in respect of Medical Insurance Premia u/s 80D</b>		
<b>i</b>	Maximum deductible amount and other points are as below:		
		<b>Individual</b>	
	For whose benefits payment can be made	Family i.e. self, spouse and dependent children	Parents
<b>A</b>	a) Medi-claim insurance premium	Deduction available	Deduction available
	b) Contribution made to the Central Government Health Scheme (CGHS) or any notified scheme.	Deduction available	Deduction not available
	c) Payment on account of preventive health check-up	Deduction available	Deduction available
	<b>Maximum amount of Deduction:-</b>		
	General deduction	Rs 25,000/-	Rs 25,000/-
	Additional deduction (applicable only in case of medi-claim insurance premium when policy is taken on the life of a <b>senior citizen</b> )	Rs 25,000/-	Rs 25,000/-
<b>B</b>	Medical expenditure on the health of a person who is super senior citizen if medi- claim insurance is not paid on the health of such person	Rs 50,000/-	Rs 50,000/-
<b>C</b>	<b>Maximum Deduction in respect of (A) &amp;(B)</b>	<b>Rs 50,000/-</b>	<b>Rs 50,000/-</b>
	<b>Notes:-</b> 1. Senior Citizen for the aforesaid purpose is a resident individual who is at least 60 years of age and Super senior citizen means a resident individual who is at least 80 years of		

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	<p>age at any time during the previous year.</p> <ol style="list-style-type: none"><li>2. Payment should be made by any mode other than cash. However, payment on account of preventive health check-up can be made by any mode (including cash).</li><li>3. The aggregate payment on account of preventive health checkup of self, spouse, dependent children and parents cannot exceed Rs 5,000/-.</li><li>4. From A.Y. 2019-20, In case of single premium health insurance policy having cover of more than 1 year, deduction shall be allowed on proportionate basis for the number of years for which health insurance is provided.</li></ol>
<b>6</b>	<b>Deduction In Respect of Maintenance including Medical Treatment of Handicapped Dependent who Is a Person with Disability u/s 80DD:-</b>
	<p>Deduction is allowed in respect of-</p> <p>(i) Any expenditure incurred by an employee, during the previous year for the medical treatment (including nursing), training and rehabilitation of one or more handicapped dependents (being a person with disability) and/or</p> <p>(ii) Amount deposited, under an approved scheme of the Life Insurance Corporation or any other insurer or the Unit Trust of India for the benefit of a handicapped dependent (being a person with disability).</p> <p>A fixed deduction of <u>Rs 75,000/-</u> is allowed in aggregate for any or both the purposes specified above, <u>irrespective of the actual amount of expenditure incurred.</u> In case the dependent is suffering from a severe disability i.e. 80% or more, the deduction allowable will be <u>Rs 1,25,000/-</u>. Such a person should not claim deduction u/s 80U.</p> <p>A "dependent being a person with disability" means a person who is a relative of the employee and is dependent only or mainly on the employee/officer for his/her support or maintenance and is suffering from disability not less than 40 %.</p> <p>The assessee, claiming a deduction under this section, shall furnish a copy of the certificate issued by the medical authority in the prescribed form and manner, along with the return of income u/s 139, in respect of the AY for which the deduction is claimed. Further such people should not claim deduction U/s. 80U.</p> <p>Further, deduction for deposit in approved scheme shall be available if</p> <ol style="list-style-type: none"><li>1) The employee nominates either the handicapped dependant or any other person or a trust to receive the payment under the scheme for the benefit of the handicapped dependant and</li><li>2) In the event of the death of the employee, the amount of annuity or lump sum under the scheme is paid for the benefit of the handicapped dependant. 3) In case the handicapped dependant predeceases the employee, the amount for which deduction has been claimed</li></ol>

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	under this section shall be deemed to be the income of the assessee for the previous year in which such amount is received.												
<b>7</b>	<b>Deduction in respect of Medical Treatment u/s 80DDB</b>												
	The benefit is available to the resident Assessee who has actually paid for the medical treatment for self or dependants for specified diseases under provisions of Sec-80DDB subject to various other conditions. The person shall be allowed a deduction of the amount "actually paid" or a "sum of Rs. 40,000/- (Rs. 1,00,000/- for treatment of senior citizen & super senior citizen)" whichever is less in respect of that previous year in which such amount was actually paid. The expenditure must be incurred for medical treatment of specified disease as prescribed:-												
	<table border="1"> <thead> <tr> <th align="center">Specified Disease</th> <th align="center">Prescription to be issued by</th> </tr> </thead> <tbody> <tr> <td>Neurological diseases where disability level certified to be 40% and above Dementia/ Dystonia Musculorum Deformans/ Motor Neuron Disease/ Ataxia/ Chorea/ Hemiballismus/ Aphasia/ Parkinsons Disease</td> <td>Neurologist having Doctorate of Medicine (DM) degree in Neurology or any equivalent recognized degree.</td> </tr> <tr> <td>Malignant Cancers</td> <td>Oncologist having Doctorate of Medicine (DM) degree in Oncology or any equivalent recognized degree.</td> </tr> <tr> <td>Full Blown Acquired Immuno- Deficiency Syndrome (AIDS)</td> <td>Any specialist having a post- graduate degree in General or Internal Medicine or any equivalent recognized degree.</td> </tr> <tr> <td>Chronic Renal Failure</td> <td>A Nephrologist having Doctorate of Medicine (DM) degree in Nephrology or a Urologist having a Master of Chirurgiae (MCh) degree in Urology or any equivalent 1 recognized degree.</td> </tr> <tr> <td>Hematological Disorders:- • Hemophilia • Thalassemia</td> <td>A specialist having a Doctorate of Medicine (DM) degree in Hematology or any equivalent recognized degree.</td> </tr> </tbody> </table>	Specified Disease	Prescription to be issued by	Neurological diseases where disability level certified to be 40% and above Dementia/ Dystonia Musculorum Deformans/ Motor Neuron Disease/ Ataxia/ Chorea/ Hemiballismus/ Aphasia/ Parkinsons Disease	Neurologist having Doctorate of Medicine (DM) degree in Neurology or any equivalent recognized degree.	Malignant Cancers	Oncologist having Doctorate of Medicine (DM) degree in Oncology or any equivalent recognized degree.	Full Blown Acquired Immuno- Deficiency Syndrome (AIDS)	Any specialist having a post- graduate degree in General or Internal Medicine or any equivalent recognized degree.	Chronic Renal Failure	A Nephrologist having Doctorate of Medicine (DM) degree in Nephrology or a Urologist having a Master of Chirurgiae (MCh) degree in Urology or any equivalent 1 recognized degree.	Hematological Disorders:- • Hemophilia • Thalassemia	A specialist having a Doctorate of Medicine (DM) degree in Hematology or any equivalent recognized degree.
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Hematological Disorders:- • Hemophilia • Thalassemia	A specialist having a Doctorate of Medicine (DM) degree in Hematology or any equivalent recognized degree.												
	No such deduction is available unless a prescription from a specialist doctor is provided for availing deduction. Although in respect of any disease specified above, the patient is receiving treatment in Government hospital, the prescription may be issued by any specialist working full time in that hospital and having post graduate degree in General or Internal Medicine or any equivalent recognized degree. The deduction under this section shall be reduced by the amount received, if any, under insurance from an insurer, or reimbursed by an employer, for medical treatment.												
<b>8</b>	<b>Deduction in respect of interest on loan taken for higher education u/s 80E</b>												

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	<p>The interest paid on education loan taken from any financial institution or any approved charitable institution, taken for higher education for self and relatives' i.e. Spouse or any child and for whom taxpayer is legal guardian is qualified for deduction.</p> <p>Higher Education extends its scope to cover all fields of studies (including vocational studies) pursued after passing the Senior Secondary Examination or its equivalent from any school or Board or University recognized by the Central Government or State Government or Local Authority or by any other Authority authorized by the Central Government or State Government or Local Authority.</p> <p>The deduction is available from the year In which the person starts repaying the interest on the loan. <b>The entire payment of interest is deductible. The deduction is available for a maximum of 8 years or till the repayment of loan whichever is earlier.</b></p>
<b>9</b>	<b>Deduction of Interest on Loan taken for Residential House Property u/s 80EE</b>
	This deduction is available to an individual on followings conditions being fulfilled:-
<b>a</b>	The assessee is an individual resident or non-resident.
<b>b</b>	He/She has taken a loan for acquisition of residential house property.
<b>c</b>	Loan is taken by an individual from a bank or a housing finance company (i.e. an Indian public limited company with the main object of providing long term finance for construction or purchase of residential house in India).
<b>d</b>	Loan is sanctioned during the financial year 2016-17.
<b>e</b>	Loan amount does not exceed Rs. 35 Lacs.
<b>f</b>	Value of residential house property does not exceed Rs. 50 Lacs.
<b>g</b>	Assessee is not the owner of any other residential house property on the date of sanctioning of Loan.
	If the above conditions are satisfied, the assessee can claim deduction under section 80EE. Deduction is available in respect of interest payable on above loan or Rs 50,000 whichever is less. If deduction is claimed under section 80EE, no deduction will be allowed under section 24(b) or any other provision of the Act for the same or any other assessment year.
<b>10</b>	<b>Deduction In respect of Interest on loan taken for certain house property (Sec. 80EEA):-</b>
	Deduction under this section is available if the following conditions are satisfied:
<b>a</b>	The assessee is an individual.
<b>b</b>	He is not eligible to claim any deduction under section 80EE.

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<b>c</b>	He has taken a loan for the purpose of acquisition of residential house property.
<b>d</b>	The loan is sanctioned by a financial institution (i.e. a bank or banking institution or housing Finance company) during April 1 2019 and March 31 2022.
<b>e</b>	The stamp duty value of the residential house property does not exceed Rs. 45 lakh. The expression "stamp duty value" means value adopted (or assessed or assessable) by any authority of the Central Government or a State Government for the purpose of payment of stamp duty in respect of an immovable property.
<b>f</b>	The assessee does not own any residential house property on the date of sanction of loan.
If the above conditions are satisfied, the assessee can claim deduction under section 80EEA. Deduction is available in respect to interest payable on the above loan or Rs 1,50,000/-, whichever is less. Deduction is available for the assessment year 2020-21 and subsequent assessment years. If Interest is claimed as deduction under section 80EEA, such interest is not again deductible under section 24(b) or under any other provision of the Act for the same or any other assessment year.	
<b>11</b>	<b>Deduction in respect of interest on loan taken for purchase of electric vehicle (Sec.80EEB):-</b>
	Under this section, deduction is available if the following conditions are satisfied
<b>a</b>	The assessee is an individual.
<b>b</b>	He has taken a loan for purchase of an electric vehicle. For this purpose, "electric vehicle" means- <ul style="list-style-type: none"><li>• A vehicle which is powered exclusively by an electric motor whose traction energy is supplied exclusively by traction battery installed in the vehicle, and</li><li>• It has such an electric regenerative braking system, which during braking provides for the conversion of vehicle kinetic energy into electrical energy.</li></ul>
<b>c</b>	Loan is taken from a financial institution ( i.e. a bank or any deposit taking NBFC or a systemically important non- deposit taking NBFC)
<b>d</b>	Loan is sanctioned during April 1, 2019 and March 31, 2023.
If the above conditions are satisfied, the assessee can claim deduction under section 80EEB. Deduction is available in respect of interest payable on the above loan or Rs 1,50,000, whichever is less. Deduction is available for the assessment year 2020-21 and subsequent years.	
<b>12</b>	<b>Deduction in respect of Donations to Certain Funds, Charitable Institutions etc. u/s 80G:-</b>
	The tax relief on such donations as are admissible under section 80G of the Act, will have to be claimed by the taxpayer in the return of income. However, in cases where contributions are made to the Jawaharlal Nehru Memorial Fund, the Prime Minister's Drought Relief Fund,

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	<p>the Indira Gandhi Memorial Trust or the Rajiv Gandhi Foundation, Any other fund or any institution which satisfies conditions mentioned in section 80G(5), Govt. or any local authority to be utilized for any charitable purpose other than the purpose of promoting family planning, any authority referred to in section 10(20)A, any corporation specified in section 10(26BB) for promoting interest of minority community, 50% of such contributions may be deducted in computing the total income of the employee while determining the amount of tax deductible at source.</p> <p>The donations to the National Defense Fund set up by the Central Govt., Prime Minister's National Relief Fund, National Children's Fund (100% from A.Y. 2014-15], the Prime Minister's Armenia Earthquake Relief Fund, the Africa (Public Contributions India) Fund, the National Foundation for Communal harmony and the Chief Minister's Earthquake Relief Fund, the Maharashtra Chief Minister's Relief Fund during October 1, 1993 and October 6, 1993, National Blood Transfusion Council, State Blood Transfusion Council, Fund set up by a State Govt. for the medical relief to the poor. Army Central Welfare Fund, Indian Naval Benevolent Fund or Air Force Central Welfare Fund, National Sports Fund, National Cultural Fund, Chief Minister's Relief Fund or Lieutenant Governor's Relief Fund of any State or Union territory. Fund for Technology Development and application set up by the Central Government, Zila Saksharta Samiti, National illness Assistance Fund, Swachh Bharat Kosh, Clean Ganga Fund, National Fund for Control of Drug Abuse will be eligible for deduction @ 100%.</p> <p><b>Mode of Payment:</b> Donation can be given in cash or by cheque or draft, However, no deduction shall be allowed in respect of donation in cash of an amount exceeding Rs 2,000/-.</p>
<b>13</b>	<b>Deduction in respect of Contribution to Political Parties u/s 80GGC:-</b>
	<p>This deduction is available @ 100% where assessee makes any contribution to a political party or an electoral trust. No deduction is allowed for a person other than an Indian company for expenditure by way of advertisement in a souvenir/brochure owned by a political party. "Political party" means a political party registered under section 29A of the Representation of the People Act, 1951.</p>
<b>14</b>	<b>Deduction in respect of Interest on Deposits in Savings Account u/s 80TTA:-</b>
	<p>From the A.Y. 2013-14, this section provides a deduction up to Rs.10,000/- in aggregate <b>to an Individual not being a Senior Citizen</b> (a senior citizen can avail deduction u/s 80TTB) in respect of any income by way of interest on Savings Deposit (not being time deposits) with a Banking Company or a Co-operative society engaged in carrying on the business of banking or a Post Office.</p>
<b>16</b>	<b>Deduction in respect of Interest on Deposits in case of Senior Citizens u/s 80TTB (applicable from A.Y. 2019-20)</b>
	<p>This section provides a deduction upto Rs.50,000/- to Senior Citizen Resident Individual in respect of any income by way of Interest on Deposits with a Bank/Cooperative Bank/Post</p>

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	Office (Savings Account, Fixed Deposits or any other deposit).
<b>17</b>	<b>Post Office savings bank interest exemption u/s. 10(15)(i)</b>
	Post Office savings bank interest is exempt up to Rs 3,500/- (in an individual account) and Rs 7,000/- (in a Joint account).
<b>18</b>	<b>Deduction in case of a person with Permanent Physical Disability including Blindness u/s 80U</b>
	Deduction of Rs. 75000/- is allowed to an resident individual, who is suffering from a permanent physical disability (including blindness) or is subject to mental retardation, being a permanent physical disability, or mental illness (i.e. disability of 40% or more), as specified in Rule 11-D of the Income Tax Rules 1962, and a higher deduction of Rs. 1,25,000/- is allowed in respect of a person having severe disability i.e. 80% or more which is certified by a physician, surgeon, oculist or psychiatrist, as the case may be, working in a Government hospital and which has the effect of reducing considerably such individual's capacity for normal work or engaging in a gainful employment or occupation provided that such certificate is produced before the Assessing Officer in respect of the first assessment year in which such claim for deduction is made. The Bank would allow the deduction in subsequent years keeping a copy of the assessment order and Certificate of Medical Board.
<b>F</b>	<b>INCLUSION OF INCOME OTHER THAN SALARY AND THE LOSS IF ANY, UNDER HEAD "INCOME FROM HOUSE PROPERTY" - SEC 24(B)</b>
	An employee may furnish a statement of his/her other incomes [or loss under the head 'House Property - computation to be attached) to his/her employer, who shall deduct out of salary payment the tax due on total income (after allowing set off of loss from house property).  However, interest on loan taken for the case of one self-occupied property ( <b>two self-occupied properties</b> ) from the AY 2020-21 subject to maximum ceiling as given below:
	Maximum ceiling if Housing Loan is borrowed on or after April 1, 1999- If the following three conditions are satisfied, interest on borrowed capital is deductible up to Rs 2,00,000/-
<b>a</b>	Housing Loan is borrowed on or after April 1, 1999 for acquiring or constructing a property.
<b>b</b>	The acquisition or construction should be completed within 5 years from the end of financial year in which the Housing Loan was borrowed and
<b>c</b>	The person extending the loan certifies that such interest is payable in respect of the loan taken for acquisition or construction of the house or as re finance of the principal amount outstanding under an earlier loan taken for such acquisition or construction.
<b>Note - 1:</b>	
If a Housing Loan is borrowed for any other purpose (e.g. if a Housing Loan is borrowed for reconstruction, repairs or renewals of a house property), then the maximum amount of deduction	

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on account of interest is Rs 30,000/-

### **Note - 2:**

There is no stipulation regarding the date of commencement of construction. Consequently, the construction of the residential unit could have commenced before April 1, 1999 but, if the aforesaid three conditions are satisfied, the higher deduction of Rs 2,00,000/- would be available. Also there is no stipulation regarding the construction/acquisition of the residential unit being entirely financed by the loan taken on or after April 1, 1999. It may be so in part. However, the higher deduction of Rs 2,00,000/- towards interest can be claimed only in relation to that part of the loan which has been taken and utilized for construction/acquisition after April 1, 1999. The loan taken prior to April 1, 1999 will carry deduction of interest up to Rs 30,000/- only.

### **Note - 3:**

Maximum ceiling in any other case - If the above three conditions [ (a), (b) and (c)] are not satisfied, then interest on housing loan is deductible up to maximum of Rs 30,000/-. In other words in the following cases, interest on Housing Loan is deductible up to Rs 30,000/-:

- a) if Loan is borrowed before April 1, 1999 for purchase, construction, reconstruction, repairs or renewals of house property.
- b) if capital is borrowed on or after April 1, 1999 for reconstruction, repairs or renewals of a house property.

<b>G</b>	<b>CALCULATION OF TAX :</b>
	Total salary income excluding exemptions and deductions as aforesaid, and including income other than salary if furnished by the employee, would be the total (taxable) income chargeable to tax. Round off "Total (Taxable) income" to the nearest multiple of 10 rupees by ignoring the last digit if less than 5 rupees and increasing the last digit of 5 rupees and above to 10 rupees.
<b>H</b>	<b>ESTIMATION OF INCOME AND TAX:-</b>
	<p>Under Section 192 the person responsible for paying salary is authorized to allow certain deductions, exemptions or allowances or set-off of certain loss for the purpose of estimating income of the recipients. This is required for computing the tax deductible under section 192.</p> <p>As per the amended provisions w.e.f 01.06.2015 onwards, the person responsible for paying salary shall obtain from the recipients evidence or proof or particulars of the prescribed claim under the provisions of the Act in the prescribed form and manner.</p> <p><b>Note: While deducting TDS on salary on the basis of Other Income Declaration Form, credit of the TDS already deducted on other income is to be given to avoid double taxation of income. Any supporting document ,e.g., 26AS, TDS Certificate for 1st three quarters and a self declaration form for the March quarter is to be produced / procured to validate the TDS deducted on other incomes.</b></p> <p>E.g. Mr. A has Salary Income of Rs 6,00,000 and FDR Interest income is Rs 43,000/-. His Form 26AS is reflecting TDS of Rs 4,300/- deducted on FDR Interest of Rs 25,000/-. So the amount of TDS should be deducted on total income of Rs 6,43,000 after considering TDS of Rs 4,300/-</p>

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	<p>already deducted.</p> <p>At the beginning of each financial year, "Estimated Total (Taxable) Income " of each employee may be calculated taking into account increment, if any, and allowances including perquisites and allowing exemptions and deductions as may be applicable. Income Tax is to be calculated after allowing for deduction u/s 80C/ 80CCC/ 80CCD/ 80D/ 80DD/ 80DDB/ 80E/ 80EE/ 80G/ 80TTA/ SOU among others and Education Cess is added wherever applicable, 1/12th Rs of the tax so arrived at is to be deducted from monthly salary or proportionately in case of employees going to retire before the end of the financial year. Adjustments may be made within the financial year in respect of individual employees for any excess or shortfall arising out of any previous deduction.</p>										
<b>I</b>	<b>DEPOSIT OF TAX DEDUCTED IN GOVERNMENT ACCOUNT:-</b>										
	The amount of income tax deducted every month from "Salaries" is to be deposited to the credit of the Central Government Account within one week (7 days) from the last day of the month in which tax is deducted. This process of remittance of TDS is being handled centrally by the Head Office & Regional Offices.										
<b>J</b>	<b>QUARTERLY STATEMENT {SEC.- 200(3)}</b>										
	Quarterly statement (Rule 31 A) - Quarterly statement of tax deducted at source u/s 192 and other deductions of tax for the financial year 2021-22 has to be submitted as follows:-										
	<table border="1"> <thead> <tr> <th>Quarter Ended</th> <th>TDS Return Filing</th> </tr> </thead> <tbody> <tr> <td>June 2021</td> <td>31 July, 2021</td> </tr> <tr> <td>September 2021</td> <td>31 October, 2021</td> </tr> <tr> <td>December 2021</td> <td>31 January, 2022</td> </tr> <tr> <td>March 2022</td> <td>31 May, 2022</td> </tr> </tbody> </table>	Quarter Ended	TDS Return Filing	June 2021	31 July, 2021	September 2021	31 October, 2021	December 2021	31 January, 2022	March 2022	31 May, 2022
Quarter Ended	TDS Return Filing										
June 2021	31 July, 2021										
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<b>K</b>	<b>FILING OF PERSONAL RETURN OF INCOME-SEC.-139(1):-</b>										
	Individuals having Income (without claiming deduction under section 10A, 10B, 10BA, 10(38) 80C to 80U) exceeding the maximum amount not chargeable to tax (Basic Exemption Limit) are required to file Income Tax Return u/s 139(1).										
<b>L</b>	<b>TAX DEDUCTION ACCOUNT NO. (TAN) SEC. 203 A/ PERMANENT ACCOUNT NO. (PAN) SEC.139 A</b>										
	Please refer to H.O. Circular No. PBGB/HO/ATI/014/2019-20 dated. 26th April, 2019. Branch should not deposit the tax in their TAN. Instead they will transfer the amount on the 1st working day to the specified accounts of the RO bearing no. xxxx1032200004.										
<b>M</b>	<b>FURNISHING OF TDS CERTIFICATES – SEC-203</b>										

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	<p>TDS certificates in Form No. 16 and No. 12BA are to be issued by 31st May, 2021 for the financial year ending 31.03.2021. Form No. 12BA will be issued only where Salary paid or payable to the employee is more than Rs 2,00,000/-. A statement of salary and allowances, deductions and rebates and tax deducted at source may be given to the employees to facilitate their tax computation and filing of Income Tax Return. While issuing TDS certificate payees PAN should be quoted without fail. TDS certificate in Form No. 16 shall be issued by downloading from TRACES portal only.</p>
<b>N</b>	<b>PENALTY / INTEREST FOR NON-COMPLIANCE</b>
<b>i</b>	<p>A fee of Rs 5000/- shall be payable if return is furnished after the due date but on or before December 31 of the assessment year. A fee of Rs 10,000/- in any other case. However, in cases where the total income does not exceed Rs 5,00,000/-, the late filing fee amount shall not exceed Rs 1,000/-</p>
<b>ii</b>	<p>Penalty of a sum equal to the amount of tax not deducted if any person fails to deduct tax at source wholly or partly - Sec 271C.</p>
<b>iii</b>	<p>Penalty of rigorous imprisonment for a term between 3 months to 7 years and with fine if any person fails to pay to the credit of the Central Government within the prescribed time the tax deducted at source - Section 276B.</p>
<b>iv</b>	<p>Penalty of Rs 10000/- for failing to mention TAN in Challan&gt;Returns etc. Section 272BB(1A).</p>
<b>v</b>	<p>Penalty of Rs 100/- per day for failing to furnish in due time the quarterly statement in Form 24Q. However, in no case, the penalty shall exceed the amount of tax deductible-Section 272A(2).</p>
<b>vi</b>	<p>Penalty of Rs 100/- per day for failure to furnish TDS certificate in Form 16 within the stipulated time. However, in no case, the penalty shall exceed the amount of tax deductible-Section 272A(2).</p>
<b>vii</b>	<p>In case a person fails to deduct tax at source or having deducted, fails to deposit the same in Government Account, such person shall be deemed to be an assessee in default and interest has to be paid @ 1% per month or part of the month from the date on which the tax was deductible to the date on which tax is actually deducted and 1.5% per month or part from the date on which tax was actually deducted to the date on which tax is actually paid. In addition, penalty is also leviable as mentioned hereinbefore - Section 201 (1 A).</p> <p>With effect from July 1, 2012, the payer shall not be deemed to be an assessee in default if -</p> <ol style="list-style-type: none"><li>1. The resident recipient has included such income in the return submitted u/s. 139 and the recipient has paid the tax on such income and</li><li>2. The payer submits a certificate to this effect from a chartered accountant.</li></ol>
<b>viii</b>	<p>Penalty of Rs 10,000/- to Rs 1,00,000/- for failing to submit (or furnishing incorrect statements in) quarterly TDS/TCS returns applicable from July 1, 2012. - Section 271H</p>

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<b>O</b>	<b>Rebate u/s 87A:-</b>
	A resident individual whose net income does not exceed Rs 5,00,000/- can avail rebate under this section. It is deductible from income tax before adding health and education cess. The amount of rebate is 100 percent of income tax or Rs 12,500/- whichever is less. The rebate u/s 87A can be claimed both under the old tax regime as well as new tax regime.
<b>P</b>	<b>Relief u/s 89:-</b>
	If an individual receives any portion of his/her salary in arrears or In advance, he can claim relief in terms of Section 89. The concerned employee should submit electronically Form No. 10E along with his/her return of income to claim rebate u/s 89. The relief is also available in respect of family pension received in arrears.
<b>Q</b>	<b>TDS In case of "Specified Senior Citizen" (Sec. 194P):-</b>
	<p>Section 194P has been inserted w.e.f. 01/04/2021. Under this section a bank responsible for deduction of tax will deduct tax on the total income of "specified senior citizen" <b>(75 years or more)</b> after giving deduction u/s 80C to 80U and rebate u/s 87A.</p> <p>A "specified senior citizen" must satisfies following conditions:-</p> <ul style="list-style-type: none"><li>• He is an individual resident in India</li><li>• He is 75 years or more at any time during the relevant previous year.</li><li>• <u>The individual has pension income and no other income except interest received or receivable from any account maintained by such an individual in the same bank in which he/she is receiving his/her pension income.</u></li><li>• He has furnished a declaration in prescribed form to the bank (Annexure 1)</li></ul> <p><u>Section 194P is applicable even if the deductee has opted for an alternative tax regime u/s 115BAC.</u></p>
<b>R</b>	<b>Interest on Employees Provident Fund Sec 10(11)/(12)-</b>
	<p>The provision of Section 10(11)/(12) has been amended w.e.f. A.Y. 2022-23. The exemption shall not apply to interest accrued in employees recognized/ statutory provident fund account to the extent:-</p> <ul style="list-style-type: none"><li>• The amount of interest on employee's contribution in excess of Rs. 2,50,000/- per year (in case employer also contributes) or</li><li>• The amount of interest on an employee's contribution in excess of Rs. 5,00,000/- per year (in case no contribution by the employer).</li></ul>
<b>S</b>	<b>GENERAL INSTRUCTIONS :</b>
<b>1</b>	Managers / Disbursing Officers should ensure correct computation of Tax liability of all

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	employees. They must ensure by insisting on documentary evidence that the employee/officer is actually eligible for various exemptions/deductions by him/her.
<b>2</b>	Request from any employee/officer for non-deduction of tax or deduction of tax at source at lower rates can be entertained only if the concerned employee / officer produces a certificate from the related assessing officer authorizing the paying authority not to deduct tax at source from the salary of such employee/officer or deduct tax at lower rate.
<b>3</b>	Filing of Income tax Return by the employee ( unless exempted ) is compulsory. Non-compliance would invite penalties as mentioned in Page-28.

**General Manager**

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**Annexure 1**

**Declaration- TPS u/s 194P of Income Tax Act. 1961**

The Branch Manager  
PBGB Bank

Date -

\_\_\_\_\_ **Branch**

**Subject: Reporting of TPS on Pension/Interest under Sec 194P For FY 2021-22 (AY 2022-23).**

In accordance with the revised guidelines of Income Tax Act, 1961 for Tax Deduction on Pension/FDR under section 194P applicable w.e.f. 01 /07/2021. I hereby confirm that:

- I want to take advantage of Sec 194P of IT Act for FY 2021-22 (AY 2022-23).
- I have only Pension and Interest on Time Deposit as my source of income and both are received from your Bank only.
- I will declare to the Bank if I will have some other source of income and the Bank will discontinue reporting my TDS under Sec 194P.
- I will indemnify the Bank for any penalty/notice from the income Tax department due to non-declaration of other sources of income.

My Details are as under:-

<b>Name</b>	<b>Date of Birth &amp; Age</b>	<b>PAN</b>
<b>Details of Bank Accounts</b>	<b>Account Name</b>	<b>Account No.</b>
Pension Account		
Deposit Account		

Yours faithfully

Signature/ Thumb impression (along with witness]

Place :

1 . Witness :

2. Witness:

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