

Andhra Pradesh State Civil Supplies Corporation Ltd.  
(A State Government Undertaking)  
Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda,  
HYDERABAD - 500 082

B PRAKASA RAO,  
GENERAL MANAGER (Admn & Finance)

CIRCULAR No. Fin & Accts - 57

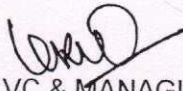
Cir.No.APSCSCL./Accts./Pay Bills /I.T/ 2017-18

Dt: 27.10.2017

Sub: APSCSCL - Finance wing - Assessment of Income Tax at source -  
Income Tax from salary of Officers and Staff for the financial year  
2017-18.

It is to inform to all Regular employees, Outsource employees and  
Contract employees whose taxable income chargeable to "salaries" exceeding Rs.  
2,50,000/- for the Assessment year 2018-19, have to furnish Income Tax Returns in the  
enclosed proforma duly filled in all the details under respective bills section **on or  
before 15.11.2016**

1. If any individual fails to furnish the Gross Income particulars in the  
prescribed proforma before the said date "Income Tax" will be recovered on  
the basis of the particulars available as per records.
2. PAN No. and the Xerox copies of LIC premium receipts and Children's  
tuition fee receipts etc., claiming any deduction exemption under IT Act  
must be enclosed along with the returns to enable to finalise the returns in  
time. NO request for exemption of time is allowed and the tax will be  
computed and recovered based on the information available from November  
2017.
3. House Rent Receipt must be enclosed ( those who are paying rent above  
Rs.1,00,000/- P.A should submit rent receipt and also PAN No. of the  
House owner should be indicated).

  
FOR VC & MANAGING DIRECTOR

To  
All the Officers and Staff in the Head Office, Hyderabad & Vijayawada  
All the Zonal Managers APSCSCL ( ) with a direction to circulate among the staff  
All the District Managers, APSCSCL ( ) and officers under your control and  
implement provisions of IT Act regarding  
Tax deduction at source.

Copy to GM (A&V), GM (Mktg.) and GM (PDS) for information.



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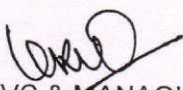
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STATEMENT OF INCOME TAX CALCULATIONS FOR THE FINANCIAL YEAR 2017-18  
RELEVANT TO THE ASSESSMENT YEAR 2018-19.

1. Name in capital letters  
Male/Female  
Designation & Section

2. Whether living in own house or rented house. If living in a rented house, indicate the amount of rent paid per month (rent receipt may be produced for verification)

3. House Address:

4. Permanent Account No. (PAN) (Compulsory)

5. Computation of Taxable Income:

- i) Income from salary  
(detailed calculation vide Annexure "A")  
ii) Income or Loss from House Property  
iii) Income from other sources

Amount

Rs.

Rs.

Rs.

**GROSS TOTAL INCOME**

Rs.

(Less: Chapter VI A deductions (-)  
(detailed calculations vide Annexure "B")

Rs.

**TOTAL INCOME**

Rs.

(Rounded to the nearest multiple of Rs.10)

Tax on Total Income as above

Rs

(for Tax rates, please refer Annexure "D")

Rs.

Less : Rebate u/s 87A  
(incase of resident individulas whose total income is below Rs.3.5 lakhs,a rebate of actual tax on total income or Rs.2,500/- or 100% (whichever is less is available u/s 87A).

Rs.

**ADD EDUCATIONAL CESS 3% (on net tax as above)**

Rs.

Rs.

Less Tax already deducted up to date \_\_\_\_\_

**BALANCE TAX DEDUCTABLE**

Rs.

	11/2017	12/2017	1/2018	2/2018	
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Rs.

Date

Signature of Employee

Designation

**NOTE:** Sources mentioned under item 5(ii), (iii), (iv) and (v) can be declared here at the Option of the assessee for which detailed calculation may be enclosed in the prescribed Form 12C.



ANNEXURE "A"  
 QUANTIFICATION OF INCOME FROM SALARY

PAY PARTICULARS:

Month	Basic	P. P.	D.A.	H.R.A.	C.C.A.	I.R.	GROSS	SAVINGS					
								HBA-I & II	PT	IT	VPF	P.F.	L.I.C
Mar-17													
April-17													
May-17													
Jun-17													
Jul-17													
Aug-17													
Sep-17													
Oct-17													
Nov-17													
Dec-17													
Jan-18													
Feb-18													
Total													
<b>ADD</b>													

- a) D.A. arrears from 01/2016 to 02/2017 Rs
- b) D.A. arrears from 07/2016 to 08/2017 Rs.
- c) Pay fixation arrears Rs.
- d) Any other kind of arrears Rs.
- e) Advances of pay Rs.
- f) Leave Encashment on S.L Rs.
- g) Bonus/any other similar receipt Rs.
- h) Honorarium/O.I.A. Rs.

Total Rs.



Total b/f Rs.

DEDUCT: Repayment of advance of Pay (if any)

- a) Repayment of advance of Pay drawn during current Financial year 2017-18 Rs.
- b) Repayment of advance of Pay drawn during the last financial year (i.e., the advance of Pay on which Income Tax was paid in the last financial year itself

Less: Exemptions

- a) House Rent allowance Rs.  
 Least of the following is exempt: Rs.  
 (i) Amount towards HRA actually received Rs.  
 (ii) Excess of rent paid over 10% of salary  
 (iii) An amount equal to 40% of salary  
 (iv) The tax deduction for rent payment (Sec 80GG) is increased from Rs.24,000/- to Rs.60,000/-. This deduction is available for those who live in rented house and do not get HRA from their employer.

NOTE: "Salary" for this purpose means Basic pay only)  
 Above one lakh P.A rent payment, House owners PAN  
 No.compulsory.

- b) Transport allowance actually received during the current financial year Rs.

Income before deductions Under Section 16

Less: Deductions

- a) Professional Tax paid during the current financial year Rs.

**TAXABLE INCOME FROM SALARY** Rs.

SIGNATURE OF EMPLOYEE

Designation:



ANNEXURE – "B"  
CHAPTER VI-A DEDUCTIONS

(Subject to limitations and conditions as per section 80 of I.T.Act/Rules)  
Few selective items, to the extent applicable to salaried assesses are as follows:

Rupees

1. U/s 80C: A deduction of an amount not exceeding Rs.1,50,000 is deductible in respect of the sums paid or deposited in the F.Y. by the assessee. The investments eligible for deduction under this section are detailed in Annexure "C" (MAX Rs1,50,000/-)
2. U/s 80 CCC: Contribution to the new schemes of personal cum family pension introduced by L.I.C. or any other insurer, deductible from taxable income (Max Rs1,50,000/-). Pension received later is taxable in the year of receipt. If the annuity is surrendered before maturity, the surrender value is taxable in the year of receipt.
3. U/s 80 CCD: Deduction in respect of contribution to pension scheme of Central Government.
  - (a) Applicable to those who are employed by the Central Government on or after 1.1.2004 and contributed under a pension scheme as notified by Central Government subject to a limit of 10% of salary (Basic + DA) and a matching contribution made by Central employer is deductible. Employee contribution is eligible for deduction upto a maximum of Rs.1,00,000/-. Pension or balance in the account of the assessee when received later, is taxable in the year of receipt. **The combined maximum limit for section 80C, 80CCC and sec 80CCD (1) deduction is Rs 1, 50,000, which can be availed.**

Note: U/s 80 CCE: The aggregate amount of deductions under Sn.80C, Sn.80CCC and Sn.80 CCD (Employee Contribution Only) shall not in any case, exceed one lakh rupees. Employer shall not in any case, exceed one lakh rupees. Employer contribution under section 80CCD is not included in this ceiling.

**3(A)** U/s 80CCG investment in specified securities under Rajiv Gandhi Equity Sharing Scheme.

Applicable to resident individuals with Gross Total Income not exceeding Rs.12,00,000/- and investing for the first time. Deduction available upto 50% of the amount invested or Rs.25,000/- whichever is less. Lock in period of 3 years. Deduction available for 3 consecutive assessment years beginning with the year of 1st investment.

4. U/s 80 D: Medical insurance premium on the health of self, spouse, dependent parent and children not exceeding Rs.15,000 p.a. + another maximum of Rs.5,000 in case the person so insured is a senior citizen (payment made by cheque only out of the taxable income only) (Health scheme should have the approval of the insurance Regulatory and Development Authority)
5. U/s 80 DD: Deduction not exceeding Rs.50,000 / Rs.75,000 p.a. where the assessee has
  - (a) Incurred any expenditure by way of medical treatment (including nursing) training and rehabilitation of any handicapped dependent.
  - (b) or paid / deposited under any scheme framed in this behalf by the LIC of India or U.T.I. or any other insurer subject to the condition specified and approved by the Board in this behalf for the maintenance of the handicapped dependent (handicapped dependent means a dependent (handicapped dependant means a dependant suffering from permanent physical disability, including blindness or mental retardation). Disability shall be certified by a medical authority and shall not be less than 40%. In case of severe disability of 80% and above deduction of Rs.1,00,000/- is available. The disabled person should not have claimed deduction U/S 80U.



6. U/s 80DDB: A special deduction where any expenditure has been incurred on treatment of specified disease/ailment – the total amount incurred or Rs.40,000 for self or dependent on the assessee + Further Rs.20,000, if such patient (self or dependent) happens to be a senior citizen. The deduction amount shall be reduced by any amount received under insurance or the amount reimbursed by an employer of the medical treatment of the above patient. A certificate in the prescribed form from a specialist connected with the disease/ailment and working in a Govt. Hospital be submitted.
7. U/s 80 E:- A deduction is allowed for interest on loan taken for pursuing higher education. This loan may have been taken for the taxpayer, spouse or children or for a student for whom the taxpayer is a legal guardian. The deduction is available for a maximum of 8 years or till the interest is paid, whichever is earlier. There is no restriction on the amount that can be claimed..
8. U/s 80G:-
- i. Any approved donation / contribution.
  - ii. Deduction of 50% of such contribution made to JMMF/PM Draught Relief Fund / National Children's fund / Indira Gandhi Memorial Trust/ Rajiv Gandhi Foundation etc.
  - iii. Deduction of 100% of contribution made to National Defense Fund / Prime Minister's National Relief Fund / Prime Minister's Armenia Earthquake Relief Fund. The Africa Fund/National Foundation for communal Harmony/University or any other Educational Institutions of National/Eminence / Zilla Saksharatha Samithi for the purpose of improvement of primary education in villages / towns, etc.
- IV Deductions of 100% of donation made to the State and National Councils of Blood Transfusions/National Illness Assistance Fund/Army Central Welfare Fund, Indian Naval Benevolent Fund/Air force Central Welfare Fund / any Fund setup by a State Government to provide medical relief to the poor / the Andhra Chief Minister's Cyclone Relief Fund / The Chief Minister's Relief Fund or the Lieutenant Governor Relief Fund in respect of any State of Union Territory / National Sports Foundation etc.
9. U/s 80 U: A deduction of Rs.50,000/ Rs.75,000 p.a. in case of every resident individual who at the end of the previous year was suffering from physical disability (including blindness or mental retardation) certified by a medical authority.
10. Any other item, as may be available in Chapter VI

**Total :**

Signature of the Employee  
Designation:



## 80 C: DEDUCTION IN RESPECT OF LIFE INSURANCE PREMIA, P.F.ETC.

(a)	Any contribution made to the VCPF	Rs.
(b)	Any contribution made to the CPF	Rs.
(c) (i)	Any contribution made to the GPF/PPF	Rs.
(ii)	If an employer invests into the pension fund of an employee, the invested amount is exempt from tax. This year's budget (2016) has increased the exemption limit from Rs. 1 lakh to Rs. 1.5 lakh.	Rs.
(d)	Contribution to Central Government Employees Insurance Scheme	Rs.
(e)	Premium paid towards L.I.C. Insurance (on the life of self/ spouse/ children)	Rs.
(f) (i)	Repayment in the current financial year towards loan, for purchase /construction of a residential house property, taken from specified financial agencies including employer being a public company.	Rs.
(ii)	First time home buyers can claim an additional Tax deduction of upto Rs. 50,000 on home loan interest payment under section 80EE. This extra deduction of Rs. 50,000 would be available over & above the 80C limit of Rs. 1.5 lakhs. It means that total tax deduction under Section 80C can go upto Rs. 2 lakhs provided atleast Rs 50,000 is paid as home loan interest within the financial year. This extra tax deduction is available to only those homebuyers, who meet ALL the following criteria - (i) who have home loan sanctioned in FY 2016-17 (ii) whose loan amount is less than 35 lakhs (iii) value of house should not be more than Rs. 50 lakhs.	Rs.
(g)	Contribution for participation in the Unit Linked Insurance Plan of UTI	Rs.
(h)	Contribution for participation in the Unit Linked Insurance Plan of LIC Mutual Fund (u/s 23 D) (Dhanaraksha Plan of LIC Mutual Fund)	Rs.
(i)	Subscription to NSC(VI, VII, VIII) and interest thereon	Rs.
(j)	Payment made to keep in force a contractor for notified annuity plan of LIC (i.e., Jeevan Dhara and Jeevan Akshay)	Rs.
(k)	Any contribution made to any notified Annuity Equity Linked Savings Scheme of a Mutual Fund/UTI	Rs.
(l)	Subscription to any notified home loan account scheme or contribution to any notified Pension Fund set up by National Housing Bank.	Rs.
(m)	Any payment made to keep in force a contract for deferred annuity, on life of the assessee, spouse or any other minor dependent child of the assessee.	Rs.
(n)	Any subscription to any notified deposit scheme of Public Sector Company engaged in providing long term finance for construction of residential houses or any contribution to any local authority, constituted for construction purposes.	Rs.
(o)	Contribution of the assessee towards an approved Superannuation Fund.	Rs.
(p)	Any sum deducted from the salary of the assessee towards deferred Annuity (maximum of 20% of the salary)	Rs.
(q)	Subscription to any notified Government security or any notified deposit scheme i.e., National Savings. Scheme 1992	Rs.
(r)	Any payment towards Tuition fees (excluding any payment towards any development fees or donation or payment of similar nature) whether at the time of admission or thereafter.	Rs.
(s)	Subscription to equity shares or debentures forming part of any eligible issue of capital engaged in infrastructure including power sector.	Rs.
	<b>Total</b>	<b>Rs.</b>

Signature of the Employee:



## FORM 12C

(See Rule 26 B)

Form of sending particulars of Income under section 192 (2B)  
for the year ending 31st March 2017.

Name and address of the employee		
Permanent Account Number		
Residential Status		
Particulars of Income under any head of Income other than 'Salaries' (not being loss under any such head other than the loss under the head 'Income from House Property') received in the financial year.	(in Rupees)	(in Rupees)
i) Income from House Property (in case of loss, enclosed computation thereof)		
ii) Profits and gains of business or profession		
iii) Capital gains		
iv) Income from other sources:		
a) Dividends		
b) Interest		
c) Other incomes (specify)		
(Loss on House Property)                      Total		
Aggregate of sub-items (i) to (v) of item 4		
Tax deducted at source (enclose certificate(s) issued under section 203).		
<b>COMPUTATION OF INCOME FROM HOUSE PROPERTY</b>		
Annual Value/Higher of Annual Rent received or receivable/Reduced Annual Rent, Rent received or receivable because of vacancy.		
Taxes actually paid to local Authority		
Net Annual Value of Property (1-2)		
LESS: Deductions claimed u/s 24		
A) Thirty percent of annual value		
B) Interest payable on borrowed capital		
Taxable income/loss from let-out property (3-4)		
Place: Hyderabad,		
Date:		

Signature of the Employee



**ANNEXURE "D"**  
**Tax rates for the Assessment year 2017-18**

Income Tax Slab (Less Than 60 Years Old) (Both Men & Women)	Income Tax Slab for Senior Citizens (60 Years Old Or More but Less than 80 Years Old)(Both Men & Women)
1. Income up to Rs 2,50,000 - No Tax	Income up to Rs 3,00,000 - No Tax
2. Income from Rs 2,50,000 to Rs 5,00,000 - 5%	Income from Rs 3,00,000 to Rs 5,00,000 - 5%
3. Income from Rs 5,00,000 to 10,00,000 - 20%	Income from Rs 5,00,000 to 10,00,000 - 20%
4. Income more than Rs 10,00,000 - 30%	Income more than Rs 10,00,000 - 30%

**Tax rebate :** the income tax rebate is Rs 2,500.00 or 100%(whichever is lower) for taxable income below Rs. 3.5 lakhs.

**Surcharge:**

- (a) 10% surcharge on Income tax if the total income exceeds Rs.50 lakhs but below 1 crore.
- (b) 15% is Income tax payable on Individuals whose taxable income is above Rs 1 crore.

**Education Cess** of 3% is also applicable to Income Tax computed as per above slab.