



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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Office of the Registrar  
(Accounts Section)

कुलसचिव कार्यालय  
(लेखा अनुभाग)

Ref. No. : IIT(BHU)/SB & Pension/2019-20/

Date: 20.09.2019

All Pensioners/Family Pensioners  
Indian Institute of Technology  
(Banaras Hindu University)

**Subject: Submission of Self Declaration Form for the purpose of Income Tax.**

Dear Pensioner/Family Pensioner,

Please find the enclosed format of **Self Declaration Form** to be filled and to be sent to the office of the undersigned latest by 15<sup>th</sup> November, 2019.

In this connection, attention is invited towards Sub-Section (1) of Section 192 of Income Tax Act, 1961 amended from time to time, which provides that any person responsible for paying any income chargeable under the head "Salaries" (as per Section 17 of the said Act Salary includes pension) shall, at the time of payment, deduct income-tax on the amount payable at the average rate of income-tax computed on the basis of the rates in force for the financial year in which the payment is made, on the estimated income of the assessee under this head for that financial year.

Further, it is to be noted that deductions available to the pensioners/family pensioners from the income shall only be deducted on submission of proof of savings/investments etc. For savings/investments which are likely to be made after submission of Self Declaration Form, the documentary proof for savings/investments is to be submitted on or before 31<sup>st</sup> January, 2020.

Yours faithfully,

Encl: As above.

  
Jt. Registrar (A/cs.)

**INDIAN INSTITUTE OF TECHNOLOGY**  
**(BANARAS HINDU UNIVERSITY), VARANASI**

**Self-Declaration Form for Income Tax Deduction at Source 2019-2020**  
(To be filled in by the Pensioner/Family Pensioner)

1. Name : .....
2. Designation & Department: (At the time of retirement) : .....
3. P.P.O. No. : IIT(BHU)/BHU/R/F/.....
4. Date of Birth : .....
5. Permanent Account No. (PAN) : .....
6. Aadhar Number : .....
7. Residential Address : .....
8. Mobile No. : .....
9. (i) Anticipated Annual Gross Pension including D.R. & arrears of Pension, if any, etc. during the financial year 2019-20 (Details are to be given in Annexure-I) : .....
- (ii) Commutation : .....
- (iii) Gratuity : .....
- (iv) Leave salary encashment : .....
- (v) Amount of any other exemption : .....
10. Add other income (Salary/Honorarium etc. paid by IIT (BHU) only) (Details are to be given in Annexure-I) : .....
11. **Total Income (9+10)** : .....
12. Deduction U/s 24 for HBL Interest : .....
13. (i) Standard Deduction : ..... Rs. 50,000/- (Fixed).....  
    (ii) Commutation : .....
- (iii) Gratuity : .....
- (iv) Leave salary encashment : .....
- (v) Amount of any other exemption : .....
14. Standard Deduction for Family Pension u/s 57(iia) (in the case of income in the nature of family pension, a deduction of a sum equal to thirty-three and one-third per cent of such income or fifteen thousand rupees, whichever is less) : .....
15. **Gross Total Income (11-12-13-14)** : .....
16. (a) Deductions under Section 80C, 80CCC & 80CCD  
(The aggregate amount of deductions under section 80C, section 80CCC and sub-section (1) of section 80CCD shall not, in any case, exceed Rs.1,50,000=00 for this f.y.)
  - i. LIC Premium : .....
  - ii. N.S.C. : .....
  - iii. H.B. Loans : .....
  - iv. ELSS Mutual Funds : .....
  - v. GPF/CPF/PPF : .....
  - vi. Term Deposit in Scheduled Bank for 5 yrs or more : .....
  - vii. Others (Please specify) \_\_\_\_\_ : .....
- Total of 16(a)** : .....
- (b) Section 80 CCG : .....
- (c) Section 80 D : .....
- (d) Section 80 G : .....
- (e) Any Other Deduction (Please Specify Section also) : .....



17. Total Deductions (16a+16b+16c+16d+16e) : .....
18. Net Taxable Income (15-17) : .....

**Calculation of Income Tax:**

a) For Senior Citizen (In case of 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):

- Upto Rs. 3,00,000=00 : Nil
- From Rs. 3,00,001=00 to Rs. 5,00,000=00 : 5%
- From Rs. 5,00,001=00 to Rs. 10,00,000=00 : Rs. 10,000+20%
- Above Rs. 10,00,001=00 : Rs. 1,10,000+30%

b) For other than Senior Citizen:

- Upto Rs.2,50,000=00 : Nil
- From Rs.2,50,001=00 to 5,00,000=00 : 5%
- From Rs. 5,00,001=00 to Rs. 10,00,000=00 : Rs. 12,500+20%
- Above Rs. 10,00,001=00 : Rs. 1,12,500+30%

19. Tax on total Income (as per applicable rate) : .....
20. Less Rebate u/s 87 A : .....

An assessee, being an individual resident in India, whose total income does not exceed Rs. 5,00,000/- (Rupees five lakh), shall be entitled to a deduction from amount of income tax (as computed before allowing the deductions under this chapter) on his total income with which he is chargeable for any assessment year, of an amount equal to hundred percent of such income tax or an amount of twelve thousand five hundred rupees whichever is less.

21. Net tax on total income : .....
22. Add: Cess 4% on Income Tax Amount : .....
- (3% Education cess + 1% Health cess) : .....
23. Total Tax Payable (21+22) : .....
24. Less Total Tax Deducted up to September, 2019 : .....
25. Balance Tax to be Deducted during 2019-20 : .....

I declare that the information given by me as above is correct, complete and true to the best of my knowledge and belief.

In case of failure on my part in regards to above declared investments/deposits, Institute may recover the tax due from my income including penalty, interest, if any, charged by the Income Tax Department from my Pension. Further, I also know that tax at applicable rate shall be deducted if documentary proof of savings/deposits/investments are not submitted by me within the prescribed time limit.

(Signature of the Pensioner)

Dated: .....

Name:.....

PPO No. IIT (BHU)/BHU/BHU/R/F/.....

**Note :**

- I. Photo copy of PAN CARD must be enclosed (ignore, if already provided).
- II. Photo Copies of savings/investments/deposits made against which deductions are being claimed, must be enclosed before 31<sup>st</sup> January 2020.

**THIS FORM IS TO BE SUBMITTED LATEST BY 10.11.2019**

MONTH WISE SELF DECLARATION FORM FOR INCOME TAX DEDUCTION AT SOURCE 2019-20  
(To be filled in by Pensioner of the Institute)

Month (a)	Pension (Including DR) (in Rs.) (b)	Arrears of Pension, if any (in Rs.) (c)	Total Pension (in Rs.) [(b)+(c)] (d)	Any Other Income (Salary/Honorarium etc. paid by IIT (BHU) only) (e)	Income Tax already Deducted (in Rs.) (f)	Remarks
March						
April						
May						
June						
July						
August						
September						
October						
*November						
*December						
*January						
*February						
<b>Total</b>						

\*Anticipated

- (a) Total Pension.....  
 (b) Remuneration/Salary/Family Pension.....  
 (c) Other Arrears/Income upto 31.03.2020.....

**Total Gross Income .....**

(Signature of the Pensioner)

Date:

Name:.....

PPO No. IIT (BHU)/BHU/BHU/R/F/.....