

No. 10-5/13-C&C  
Government of India  
Ministry of Agriculture  
Department of Animal Husbandry, Dairying and Fisheries

Krishi Bhawan, New Delhi 110001  
Dated 16.09.2013

CIRCULAR

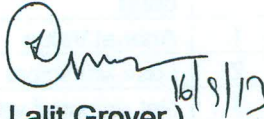
**Subject :- Computation of Income Tax for the financial year 2013-14 corresponding to the Assessment year 2014-15.**

The tentative income and Income Tax (IT) payable for the financial year 2013-2014 is to be calculated in respect of all Gazetted and Non-Gazetted officials of this Department.

In this connection, a pro forma inviting details of other income to be added to salary income and savings etc., is attached herewith. This pro forma is the penultimate document for calculation of IT and monthly installment of IT to be deducted for the period from October, 2013 to February, 2014. It is requested that data/information, if any, may be filled in the relevant columns of the pro forma and return it to **Cash Section positively by 20.09.2013**. In case no information is received by the 20.09.2013, It will be presumed that the officer has no other additional income/additional savings to intimate except those savings being deducted through regular pay bills. Cash Section will calculate the income tax based on the available information. Any change in savings etc., will not be entertained after 31.12.2013

It is also informed that the recovery of assessed income tax will be made in equal installments from the salary for the month of October, 2013 to February, 2014.

Officers and staff are requested to ensure that the attested copies of documents in support of savings, CPF, NSC, LIC, Tax Saving Bonds etc., and papers related to House Building Loans from Banks and Rent Receipts etc, be made available to Section Officer (Cash) By 31.03.2014 without fail, otherwise in the absence of the required documents, the rebate allowed will stand withdrawn and indicated in Form-16. It will, thereafter, be the responsibility of the concerned officer to pay the tax due along with interest, to the Income Tax Department.

  
(Lalit Grover) 16/9/13  
Under Secretary (Cash)

Encl: As above

Distribution:  
All Officers & Staff members of AHD&F

