



भारत सरकार GOVERNMENT OF INDIA

वित्त मंत्रालय MINISTRY OF FINANCE

राजस्व विभाग DEPARTMENT OF REVENUE

केन्द्रीय अप्रत्यक्ष कर और सीमाशुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS

सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन-682009

CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: www.cochincustoms.gov.in

E-mail: commr@cochincustoms.gov.in

Control Room: 0484-2666422

Fax: 0484-2668468

DID No. 2835100



प्रशासनिक परिपत्र संख्या Administrative Circular No. 19/2020

विषय: स्रोत पर वित्त वर्ष 2020-21 (आकलन वर्ष 2021-22) के लिए आयकर की कटौती - आयकर की गणना के लिए दस्तावेजों के प्रस्तुतीकरण- से संबंधित।

Sub: Deduction of Income Tax for the financial year 2020-21 (Assessment Year 2021-22) at source - Submission of documents for calculation of Income Tax - reg.

सभी संबंधित अधिकारियों को यह सूचित किया जाता है कि फरवरी, 2019 के महीने तक के वेतन से आयकर की वसूली की जाएगी। ध्यान में रखे जाने वाले मुख्य बिंदु इस प्रकार हैं:

All concerned officers are hereby intimated that applicable Income Tax will be recovered from salaries of the officers upto the month of February, 2021. The salient points to be noted are as follows:

1. आकलन वर्ष 2021-22 के लिए, दो कर योजनाएं उपलब्ध हैं अर्थात् **नई कर योजना** और **पुरानी कर योजना**। कर्मचारी अपनी व्यक्तिगत ई आई एस प्रोफाइल के माध्यम से या संलग्न निवेश घोषणा पत्र के माध्यम से कर योजना का विकल्प चुन सकते हैं। चुने गए विकल्प का संशोधन केवल 31.12.2020 तक उपलब्ध होगा।

For the assessment year 2021-22, two Tax Schemes are available viz. **New Tax Scheme** and **Old Tax Scheme**. The employees can opt the tax scheme either through their individual EIS profile or through the enclosed Investment Declaration form. Revision of option chosen will be available only upto 31.12.2020.

2. आयकर अधिनियम, 1961 के तहत दिए गए सभी कर राहत और कटौती का लाभ केवल **पुरानी कर योजना** के तहत लिया जा सकता है। पुरानी कर योजना के लिए कर्मचारी को संलग्न निवेश घोषणा फॉर्म भरना आवश्यक है।

All the tax reliefs and deductions provided under the Income Tax Act, 1961 can be availed under the **Old Tax Scheme only**. Employee opting for Old Tax Scheme is required to fill enclosed Investment Declaration Form.

3. आकलन वर्ष 2021-22 के लिए, स्वास्थ्य और शिक्षा उपकर, आयकर और उस पर अधिभार 4% की दर से लगाया जाएगा, यदि कोई हो तो।

For the assessment year 2021-22, Health and Education Cess shall be levied @ 4% on Income Tax and Surcharge thereon, if any.

4. शेष बचत और निवेश के संदर्भ में (अधिकतम 1.5 लाख रुपये के अधीन) अर्थात् एल आई सी, जी पी.एफ, नई पेंशन योजना में योगदान, एन एस सी, ट्यूशन फीस आदि को कुल आय से घटाया जा सकता है।

In respect of savings and investments (subject to maximum of Rs. 1.5 Lakh) viz. LIC, GPF, Contribution to the New Pension Scheme, NSC, Tuition fees etc. Can be deducted from the total income.

5. आयकर की दरें अधोलिखित है The Income Tax rates are given below:-

| पुरानी कर योजना Old Tax Scheme | |
|--------------------------------|--|
| कर योग्य आय Taxable Income | आय कर Income Tax |
| Upto ₹ 2,500,00 | Nil |
| ₹ 2,50,001 to 5,00,000 | 5% of the income exceeding ₹ 2,50,000 |
| ₹5,00,001 to 10,00,000 | ₹ 12,500,+20% of income exceeding ₹5,00,000 |
| ₹ 10,00,001 and above | ₹ 1,25,000 +30% income exceeding ₹10,00,000 |
| नई कर योजना New Tax Scheme | |
| कर योग्य आय Taxable Income | आय कर Income Tax |
| Upto ₹ 2,500,00 | Nil |
| ₹ 2,50,001 to 5,00,000 | 5% of the income exceeding ₹ 2,50,000 |
| ₹5,00,001 to 7,50,000 | ₹ 12,500,+ 10% of income exceeding ₹5,00,000 |
| ₹7,50,001 to 10,00,000 | ₹37,500 + 15% of income exceeding ₹7,50,000 |
| ₹10,00,001 to 12,50,000 | ₹ 75,000 + 20% of income exceeding ₹10,00,000 |
| ₹12,50,001 to 15,00,000 | ₹1,25,000 + 25% of income exceeding ₹12,50,000 |
| Above ₹ 15,00,000 | ₹1,87,500 + 30% of income exceeding ₹15,00,000 |

6. आयकर की छूट: - एक निर्धारित जिसकी कुल आय 5 लाख से अधिक नहीं है, वह कर के 100% या ₹ 12,500/- की राशि, जो भी कम हो, की कटौती का हकदार होगा।

Rebate of Income Tax:- An assessee whose total income does not exceed ₹ 5 lakhs, shall be entitled for a deduction of an amount of equal to 100% of income tax or ₹ 12,500, whichever is less.

7. सभी अधिकारियों और कर्मचारियों को **20.11.2020 को या उससे पहले** वेतन यूनिट को **कर योजना के विकल्प/ निवेश घोषणा पत्र** (प्रतिलिपि संलग्न) को सहायक दस्तावेजों के साथ जमा करना आवश्यक है, चूक होने पर आयकर कटौती, कार्यालय में उपलब्ध छूट कटौती के विवरण के अनुसार की जाएगी।
All officers and staff are required to submit their **option for tax Scheme/Investment Declaration form** (copy enclosed) along with the supporting documents to Pay Unit **on or before 20.11.2020**, failing which the Income Tax deduction will be done in accordance with the details of deduction qualified for exemption available with the office.

8. साक्ष्यों के साथ घोषणा पत्र को ईमेल आईडी **admncuschn@gmail.com** पर भी नियत तारीख से पहले जमा किया जाए। नियत तिथि के बाद फार्म जमा करने पर निश्चित रूप से उसे अस्वीकृत कर दिया जाएगा।

Declaration form along with the proofs can also be submitted to email id **admncuschn@gmail.com** before the due date. Late submission of form after the due date is strictly not entertained.


(आई के जयश्री I K Jayasree)

मुख्य लेखा अधिकारी Chief Accounts Officer

F No. S43/05/2017-18 Admn.Cus

दिनांक Dated: 19.10.2020.

संलग्न Encl: यथोपरि As above.

प्रति Copy to:

All Officers/All Sections/All Staff Associations/ Notice Boards/EDI (for uploading in Website)



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विल्लिंग्टन आईलैंड, कोच्चिन-682009
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009



Website: www.cochincustoms.gov.in
E-mail: commr@cochincustoms.gov.in

Control Room: 0484-2666422
Fax: 0484-2668468
DID No. 2835223

INVESTMENT DECLARATION FORM FOR THE YEAR 2020-21

| | |
|-----------------|-----------------|
| Employee Name: | |
| Designation : | PAN: |
| Mobile Number : | Employee Code : |

Select the Tax Scheme to be availed for Financial Year 2020-21:

- New Tax Scheme
- Old Tax Scheme

Note: All the tax reliefs and deductions provided under the Income Tax Act, 1961 can be availed under the **Old Tax Scheme only**. Employee opting for Old Tax Scheme is required to fill the below Investment Declaration Form.

I hereby declare that the following investment will be made by me during the financial year 2020-21 starting from 1st of April 2020 to 31st of March 2021.

| Item Name | Particulars | Eligibility(Rs.) | Amount |
|-----------------------------|--|--|--------|
| Exemption u/s 10 | | | |
| House Rent Allowance | I am staying in a Rented House and I agree to submit Rent receipts or Rent Agreement with the Landlord when required. Rent Paid is: _____ x _____ Months | Metro/ Non-Metro | |
| LTA | Proposed travel for LTA Exemption for the Block 2018-2021 | Planning to claim LTA this year | |
| | Claims during the year 2018 | Yes/No | |
| | Claims during the year 2019 | Yes/No | |
| | Claims during the year 2020 | Yes/No | |
| | Claims during the year 2021 | Yes/No | |
| | If I do not produce the bills to the satisfaction of the company, then the Company can consider the amount paid towards LTA for tax purpose | Yes/No | |

| Deduction u/s 24 | | | |
|-------------------------|---|---|--|
| 1 | Interest on Housing Loan u/s 24(If the house is Self- Occupied and the loan was taken before 1 st April 1999) Bankers Certificate to be Submitted) | Up to Rs.30000/- (If Self-Occupied) | |
| 2 | Interest on Housing Loan u/s 24(If the house is Self- Occupied and the loan was taken after 1 st April 1999) Bankers Certificate to be Submitted) | Up to Rs.200000/- (If Self-Occupied) | |
| 3 | Interest on Housing Loan u/s 24(Let-out/Deemed to be Let-out) (If the property is LET-OUT-Rental income need to be specified) | | |

Deduction u/s 80C (Maximum Amount Up to Rs.150000/-)

| Sl. No | Particulars | Document Number | |
|---------------|---|------------------------|--|
| 1 | Life Insurance Premium(LIC) | | |
| 2 | Provident Fund(PF) | | |
| 3 | Public Provident Fund(PPF) | | |
| 4 | Voluntary Provident Fund(VPF) | | |
| 5 | National Savings Certificate(NSC) | | |
| 6 | Interest accrued on NSC(Re-invested) | | |
| 7 | Unit Linked Insurance Policy(ULIP) | | |
| 8 | Equity Linked Savings Scheme(ELSS)-Mutual Fund | | |
| 9 | Payment for Tuition Fees for Children(Max. 2 Children) | | |
| 10 | Principal Repayment Of Housing Loan | | |
| 11 | Stamp Duty, Registration charges incurred for Buying House(1 st Year Only) | | |
| 12 | Infrastructure Bonds | | |
| 13 | Bank Fixed Deposit For 5 Years & Above | | |
| 14 | Post Office Term Deposit For 5 Years & Above | | |
| 15 | Senior Citizen Savings Scheme | | |
| 16 | Sukanya Samridhi Account Scheme | | |
| 17 | Others(Please Specify) | | |

| Deduction u/s 80CCC | | | |
|--|--|---|--|
| Contribution To Certain Pension Funds | | Up to Rs.150000/- | |
| Deduction u/s 80CCD(1) | | | |
| Contribution To Pension Scheme of Central Government | | Up to Rs.150000/- | |
| Deduction u/s 80CCD(1B) | | | |
| Contribution To National Pension Scheme | | Up to Rs.50000/- | |
| Deduction u/s 80 | | | |
| 80 D | Medical Insurance Premium-Individual, Spouse & Children | (Max. Limit-Rs.25000/- Additional Rs.25000,if any person insured is a Senior Citizen) | |
| 80 D | Medical Insurance Premium-Parents | (Max. Limit-Rs.25000/- Additional Rs.25000,if any person insured is a Senior Citizen) | |
| 80 D | Preventive Health Check-up | Max. Rs.5000/- (Within overall limit of Rs.25000/50000) | |
| 80 E | Interest for Loan taken for Higher Education | No Limit (Only Interest portion) | |
| 80 TTA | Deduction in respect of interest on deposits in saving account | Up to Rs.10000/- | |
| Others (Please Specify) | | | |

Income from Previous Employment:-

1. Income after exemptions _____
2. Provident Fund (PF) _____
3. Professional Tax (PT) _____
4. Tax Deducted At Source(TDS) _____

Income from Other Sources:-

- 1.
- 2.

Declaration:-

I _____ hereby declare that the information given above is correct and true in all respects. I also undertake to indemnify the company for any loss/liability may arise in the event of the above information being incorrect.

Date:

Place:

Signature of the employee

Applicable Tax Rates under New and Old Scheme for the year 2020-2021

| Income Bracket In Rs | New Tax Scheme | Old Tax Scheme |
|---------------------------------|--|--|
| 1 to 2,50,000 | NIL | NIL |
| 2,50,001 TO 5,00,000 | 5% | 5% |
| 5,00,001 TO 7,50,000 | 10% | 20% |
| 7,50,001 TO 10,00,000 | 15% | 20% |
| 10,00,001 TO 12,50,000 | 20% | 30% |
| 12,50,001 TO 15,00,000 | 25% | 30% |
| Above 15,00,000 | 30% | 30% |
| Surcharge | 10% (If taxable income > ₹ 50 lakh's but not > ₹ 1 Crore) | 10% (If taxable income > ₹ 50 lakh's but not > ₹ 1 Crore) |
| | 15% (If taxable income > ₹ 1 Crore but not > ₹ 2 Crore) | 15% (If taxable income > ₹ 1 Crore but not > ₹ 2 Crore) |
| | 25% (If taxable income > ₹ 2 Crore but not > ₹ 5 Crore) | 25% (If taxable income > ₹ 2 Crore but not > ₹ 5 Crore) |
| | 37% (If taxable income > ₹ 5 Crore) | 37% (If taxable income > ₹ 5 Crore) |
| Health & Education Cess | 4% of (Income Tax + Surcharge) | 4% of (Income Tax + Surcharge) |