

**Most Immediate**

No.G/1/2016-Cash  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry Dairy & Fisheries

Krishi Bhawan, New Delhi  
Dated: 12.09.2016

**CIRCULAR**

**Subject: Computation of Income Tax for the financial year 2016-2017 corresponding to the Assessment year 2017-2018.**

The tentative income and Income Tax (IT) payable for the financial year 2016-2017 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 instalment of IT to be deducted for the period from October, 2016 to February, 2017. It is requested that data/information, if any, may be filled in the relevant columns of the Performa and return it to Cash Section positively by 16.09.2016. In case no information is received by the 16.09.2016, 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 31.12.2016.

It is also informed that the recovery of assessed income tax will be made in equal instalments from the salary for the month of October, 2016 to February, 2017.

Officers and staff are requested to ensure that the attested copies of documents in support of savings in 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(CASH) by 31.03.2017 without fail, otherwise in the absence of the required documents, the rebate allowed will stand withdrawn and indicated in Form-16.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.

  
(BALBIR SINGH)  
Section Officer/DDO(Cash)

Encl: As above

Distribution:

All Officers & Staff Members of AHD&F

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