

Emp Id No.

FORM OF PARTICULARS TO BE FURNISHED BY EMPLOYEES FOR THE PURPOSE OF CALCULATION OF INCOME TAX FOR THE YEAR

1.	Name & Designation of the Officer	
2.	Total Salary during the year	
3.	Income from other sources (Official only)	
4.	Payment towards Life Insurance Policy (Pl. attach photocopy of payment)	
5.	Payment towards Postal Life Insurance (Pl. attach photocopy of payment)	
6.	Contribution for participation in Unit Link Insurance Plan 1971 made under section 19(1)(CC) of the Unit Trust of India Act, 1963.	
7.	National Saving Certificate	
8.	Interest accrued on National Saving Certificates	
9.	Amount of House Rent paid during the year for rented accommodation (please enclosed receipts/agreement with copy of PAN Card of Landlord if rent paid more than 1.00 lakh per annum)	
10.	Contribution towards PPF account in Bank	
11.	Repayment of house building loan taken from office/co-op Banks/Financial Institutions for the houses constructed after 31.03.1987.	
12.	Deposit under National Saving Scheme	
13.	Any other saving or investment	
14.	PAN No.	
15.	Tuition Fee Reimbursement received, if any	

“Certified that the above details furnished by me are correct to the best of my knowledge”.

Signature of the employee Designation: