

From

The Member-Secretary,  
Chennai Metropolitan  
Development Authority,  
Thalamuthu-Natarajan Building,  
No.1, Gandhi-Irwin Road,  
Egmore, Chennai-600 008.

To

Letter No. AB2/ 488 /2020

Dated:24.01.2024

Sir,

Sub: CMDA – Administration Bills (Main) Division –  
Pensioners / Family Pensioners – Submission of Income  
Tax Statement for the year 2023 - 2024 – Requested –  
Regarding.

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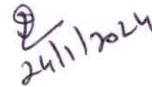
The Income Tax Statement for the year 2023-2024 has to be submitted to CMDA Office so as to claim the Pension / Family Pension for the month of February 2024.

2. Hence, I am to request you to submit the Income Tax Statement for the year 2023-2024 on or before 10.02.2024.

3. The Income Tax statement for the year 2023-2024 on or before 10.02.2024 and Life Certificate for the month of July 2024 format available in CMDA web site and can be downloaded from the web site @ ([www.cmdachennai.gov.in](http://www.cmdachennai.gov.in)).

Yours faithfully,

  
PERSONNAL MANAGER.



**INCOME TAX CALCULATION STATEMENT FOR THE  
FINANCIAL YEAR 2023-2024**

**EMPLOYEE CODE NO :**

NAME AND DESIGNATION :

DIVISION :

**PAN NUMBER (MANDATORY) :**

1 Total salary (Pay+GrP+PP+Spl. Pay+DA+CCA+Surrender leave salary, arrears and addl. Charge allowance if any drawn)	: Rs.	
2 House Rent Allowance	: Rs.	_____
3 Total Salary	: Rs.	_____
4 LESS: ALLOWANCE UNDER SEC.10 (13A)		_____
Least of the following:		
a) Actual rent paid	: Rs.	
b) Rent paid in excess of 10% of salary (Including DA)	: Rs.	
c) 50% of salary including DA	: Rs.	
d) HRA received	: Rs.	
5 Gross income from salary (Balance 3-4)	: Rs.	_____
6 DEDUCTIONS UNDER SECTION-16:		_____
a) Tax on employment (PT Sec.16)	: Rs.	
b) Interest on borrowed capital invested in self occupied residential house Sec.24 (on accrual basis only)	: Rs.	
i) Maximum at Rs.30,000/- for the loan taken before 01.04.1999 (or)	: Rs.	
ii) Maximum at Rs.2,00,000/- for the loan taken after 01.04.1999	: Rs.	
7 Deduction under Section 16(ia) standard deduction of Rs.50,000/-	: Rs.	
8 Income Chargeable under the head "Salaries" (5-6)	: Rs.	_____
9 <u>ADD</u> : Any other income reported by the employee	: Rs.	_____
a) Income from House property and income from other sources	: Rs.	_____
10 Gross Total Income (8+9)	: Rs.	_____

**11 DEDUCTIONS UNDER CHAPTER VI-A**

I a) G.P.F. (Only subscription)	: Rs.
b) CPS Employees Contribution	: Rs.
c) FSF + SPF	: Rs.
d) Refund of H.B.A.	: Rs.
e) Tution Fees paid to Educational Institution situated in India for full time education of any two children (University, College, School or other educational institution)	: Rs.
f) Public Provident Fund	: Rs.
g) L.I.C. / P.L.I. - Premium	: Rs.
h) N.S.C. VIII Issue	: Rs.
i) Jeevan Akshay / Jeevandhara	: Rs.
j) U.T.I. & L.I.C. Mutual Fund Investment	: Rs.
k) Infrastructure Bond	: Rs.
l) CTD for 10 years/15 years	: Rs.
m) Investment as a term deposit for a fixed period of not less than five years with a Schedule Bank	: Rs.
n) Contribution to any annuity plan of LIC or any other Insurer for receiving pension from the Fund for a sum not exceeding Rs.1,50,000/- under Section 80CCC (for existing policy holders)	: Rs.
TOTAL SUBJECT TO A LIMIT OF RS.1,50,000/- (a to n)	
II Deduction of premium upto Rs.25,000/- paid any mode other than cash Medical Insurance (for Senior Citizen Rs.50,000/-) Sec.80D	: Rs.
III Deduction of expediture for medical treatment of persons or dependents with disability (80DD) upto Rs.75000/- and Rs.1,25,000/- for severe disability.	
IV Deduction in respect of medical treatment (Sec.80DDB) for self or dependents for severe ailments certified by specialists upto Rs.40,000/-	
V Deduction for repayment of interest on loan taken for higher education for self or spouse or children (Sec.80E)	: Rs.
VI Investment made under an equity savings scheme (80 CCG) (50% of amount invested in equity shares - Maximum limit Rs.25,000/-. A scheme named Rajiv Gandhi Equity Savings Scheme notified for this purpose - Conditions: Gross income does not exceed Rs.12 lakhs, If deduction claimed in any year he/she shall not be entitled to any deduction for any subsequent year), this investment is locked in for 3 years from the date of acquisition.	: Rs.
VII Deduction in respect of donation to Prime Minister/Chief Minister's relief fund (80G) (Donation should not exceed 10% of assessable income)	
VIII Deduction in respect of donation for Migjam Cyclone to Chief Minister's relief fund (80G)	: Rs.
IX Deduction upto Rs.75,000/- / Rs.1,25,000/- for physically handicapped morethan 50% / 80% respectively(Sec.80U) (Certificate to be enclosed)	: Rs. (Copy of)
TOTAL OF I TO VIII IN COLUMN 11 (Proof and evidence to be enclosed for the above deductions)	: Rs.
TOTAL INCOME (10-11)	: Rs.
12 Total Income Chargeable to Tax(Rounded to nearest 10 Rupees)	: Rs.

13 **TAX ON TOTAL INCOME** : Rs.

**A NORMAL RATES OF TAX:**

1. Where the total income does not exceed Rs.2,50,000/- : NIL
2. Where the total income exceeds Rs.2,50,000/- but does not exceed Rs.5,00,000/- : 5 per cent of the amount by which the total income exceeds Rs.2,50,000/- : Rs.
3. Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- : Rs.12,500/- plus 20 per cent of the amount by which the total income exceeds Rs.5,00,000/- : Rs.
4. Where the total income exceeds Rs.10,00,000/- : Rs.1,12,500/- plus 30 per cent of the amount by which the total income exceeds Rs.10,00,000/- : Rs.

**Less** REBATE OF RS.12500/- OF THE TAX PAYABLE FOR INDIVIDUALS HAVING TOTAL INCOME UPTO RS.5,00,000/- (SECTION 87A) : Rs.

TOTAL TAX : Rs. \_\_\_\_\_

**B RATES OF TAX FOR INDIVIDUAL RESIDENT IN INDIA WHO IS OF THE AGE OF SIXTY YEARS OR MORE BUT LESS THAN EIGHTY YEARS AT ANY TIME DURING THE FINANCIAL YEAR**

1. Where the total income does not exceed Rs.3,00,000/- : NIL
2. Where the total income exceeds Rs.3,00,000/- but does not exceed Rs.5,00,000/- : 5 per cent of the amount by which the total income exceeds Rs.3,00,000/- : Rs.
3. Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- : Rs.10,000/- plus 20 per cent of the amount by which the total income exceeds Rs.5,00,000/- : Rs.
4. Where the total income exceeds Rs.10,00,000/- : Rs.1,10,000/- plus 30 percent of the amount by which the total income exceeds Rs.10,00,000/- : Rs.

**Less** REBATE OF RS.12500/- OF THE TAX PAYABLE FOR INDIVIDUALS HAVING TOTAL INCOME UPTO RS.5,00,000/- (SECTION 87A) : Rs.

TOTAL TAX : Rs. \_\_\_\_\_

**C RATES OF TAX FOR INDIVIDUAL RESIDENT IN INDIA WHO IS OF THE AGE OF 80 YEARS OR MORE AT ANY TIME DURING THE FINANCIAL YEAR**

1. Where the total income does not exceed Rs.5,00,000/- : NIL
2. Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- : 20 per cent of the amount by which the total income exceeds Rs.5,00,000/-
3. Where the total income exceeds Rs.10,00,000/- : Rs.1,00,000/- plus 30 per cent of the amount by which the total income exceeds Rs.10,00,000/-

TOTAL TAX :Rs. \_\_\_\_\_

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14 ADD: Health & Education Cess at 4% on Income Tax	: Rs.
15 Total tax payable	: Rs.
16 Tax paid upto January 2024	: Rs.
17 Balance tax to be deducted in February 2024	: Rs.

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**CERTIFICATE**

- 1 Certified that all the income derived and chargeable under the head salaries during 2023-2024 has been included in the statement
- 2 Certified that I am occupying rental house and paying monthly rent of Rs.  
(Rent receipt enclosed)
- 3 Certified that I am paying a sum of Rs.                      Towards LIC & PLI premium and the policies are kept alive
- 4 Certified that I reside in my house.
- 5 Certified that a sum of Rs.                      is being paid by me towards CTD and the cumulative time is for 10/15 years  
(Certificate which are not required should be scored off)

**SIGNATURE**            :  
**NAME**                     :  
**DESIGNATION**         :

**PARTICULARS OF L.I.C. PREMIUM**

Policy No. 1	Name of the Company 2	Nature of Policy 3	Amount insured Rs. P. 4	Amount of premium per annum Rs. P. 5
<b>TOTAL</b>				

**PATRICULARS OF N.S.C.**

Post Office	Issue No. and Date	N.S.C.	Amount Rs. P.
<b>TOTAL</b>			

**PARTICULARS OF DEPOSITS TOWARDS N.S.C./JEEVAN AKSHAY/  
JEEVAN THARA DURING THE FINANCIAL YEAR 2023-2024**

Nature of Deposit	Account No.	Date of Deposit	Place of Deposit	Amount Rs. P.
<b>TOTAL</b>				

**IMPORTANT NOTE**

- 1 10% of basic salary (i.e. Pay + Gr. Pay + DA) alone has to be computed for the purpose of arriving at the calculation for exemption under HRA
- 2 Employees who are claiming HRA exemption of more than Rs.2,000/- have to produce rent receipt. The actual rent paid is subject to verification
- 3 The Income Tax statement should be submitted to the Personnal Manager, Admin Bills on or before 6th February 2024

**PAY DRAWN PARTICULARS FOR THE YEAR 2023-2024**

<b>NAME</b>								<b>DESIGNATION:</b>									
<b>MONTH</b>		<b>PAY + GP + SPL. PAY</b>	<b>DA</b>	<b>HRA</b>	<b>CCA</b>	<b>Med. Reimb/ Allow</b>	<b>Other Allow</b>	<b>TOTAL</b>	<b>GPF/CPF</b>	<b>FSF</b>	<b>SPF</b>	<b>HF</b>	<b>HBA</b>	<b>LIC</b>	<b>PLI</b>	<b>P.T.</b>	<b>IT</b>
MARCH	2023																
APRIL	2023																
MAY	2023																
JUNE	2023																
JULY	2023																
AUGUST	2023																
SEPTEMBER	2023																
OCTOBER	2023																
NOVEMBER	2023																
DECEMBER	2023																
JANUARY	2024																
FEBRUARY	2024																
FIX.ARREARS																	
EL-SURRENDER																	
DA - ARR-I																	
DA - ARR-II																	
BONUS / ADHOC BONUS																	
OTHERS																	
<b>TOTAL</b>																	

**SIGNATURE**  
**NAME**  
**DESIGNATION**