

CIRCULAR FOR F.Y. 2010-2011 (A.Y. 2011-2012)

I.T. DEPT HAS NOT YET NOTIFIED THE NEW FORMS. WHENEVER THEY ARE NOTIFIED
YOU MAY DOWNLOAD THE SAME FROM OUR WEBSITE www.taxwomanpune.com
PLEASE SEND YOUR EMAIL ID FOR QUICK COMMUNICATION

TAX RELIEF ON ARREARS OF SIXTH PAY COMMISSION IN CASE OF JCOs / NCOs

We started filing returns for JCOs / NCOs last year. We have filed returns at Pune for a number of JCOs / NCOs & have claimed refund of excess tax paid due to receipt of arrears. To continue the effort further, I request you to inform all JCOs and NCOs under your command that almost 90% of them will be entitled to refund. But it takes anything up to two years to get the refund. Also, the returns must be filed as early as possible, otherwise refund process will get difficult. Also, the documents required must be complete. I am writing the list of documents:

I. Form 16 for Financial Year 2009-10. II. Form 16 for Financial Year 2008-09 or quarterly sheets for QE 5/08, 8/08, 11/08 & 2/09. III. 6th Central Pay Commission Pay Fixation Cum Due Drawn Statement.(If available) IV. Copy of both sides of PAN Card. V. One cancelled cheque of account where refund is required. VI. Copies of all available quarterly sheets from QE 5/05 to 2/08. VII Copies of all available investment proofs from year 2006 onwards VIII. Authority letter for me to file the returns. IX. Demand Draft of Rs. 350 /- in the name Anuradha Chavan Patil payable at Pune.

Investment Options For Tax Saving: 1. Limit of investment is Rs. 20,000 /- for notified Infrastructure Bonds plus Rs. 1,00,000 /- for (DSOP + AGIF + AOBF + PLI + LIC + Tax Saver Mutual Funds + PPF + House Loan Principal paid back + School /College Tuition Fees for 2 children + NSCs + Five Year FD etc.) 2. Health Insurance: Self + Family (Rs. 15,000 /-) plus Parents (Rs. 20,000 /- if any of the parent is above 60 years of age and Rs. 15,000 /- otherwise). 3. Interest on education loan for self. 4. Purchasing house with loan. Interest paid (even prior to possession) is deductible after possession. Limit is Rs. 1,50,000 /- for a self occupied house and no limit in case of a house given on rent. 50% deduction is available in case of joint property unless the co-owner is a dependent wife. No deduction is available for loan taken for addition in the house; however, deduction is available in case of repairs / reconstruction / renewal.

Please do not pay any tax after returns are filed. Generally, tax is deducted by the CDA(O) after the assessment is over. Thus, there is double tax payment and it has to be again regularised through a long process.

DOCUMENTS REQUIRED FOR FILING OF INCOME TAX RETURNS

(Send only Self Attested Legible Xerox Copies & NOT originals. Original of only Form 16 is required)

General

1. **Form 16.** This is the basic and most important document. YOs are requested to obtain, apart from Form 16 from the CDA (O), separate Form 16 from the PAO of the Academy for each financial year (or part thereof) separately for the duration of their training in the Academy. Similarly, ACC / SL / SCO officers are requested to get Form 16 from their parent regiment for the duration of their training period. If there is no Form 16, at least a Salary Certificate indicating total amount of money paid, any tax free allowances that formed part of that amount and details of investments made including AGIF subscription is required. If nothing is available, please give me the details of amounts received in Academy as per the best of your knowledge and belief. Pl don't give the accounts sheet of the Academy; I shall need consolidated amounts only.

2. **DSOP Annual Statement.**

3. **One Cancelled Cheque from your Bankers where the refund is required.** The cheque must have the nine digit MICR Code. Without Correct Account Number, correct bank details and Correct MICR Code refund will not be credited.

4. **Pension Paid Cert. From the Bank (if retired).** Pension is fully taxable and must be shown in the returns. It is not reflected on any Form 16 except by the bank. PPO will not do as PPO does not indicate the exact amount of pension actually paid. I shall compute the tax and send you the tax payment challan if required. Pay the tax & send me the legible copy of receipt for endorsing on the return.

5. **Tax Return Form** duly signed at appropriate place. Write your personal info on a separate piece of paper attached. Father's name is required for Married Lady Officers also. Please do not fill any details on the Form. We shall fill your personal details and details of income tax through computerised processing.

6. **A Power of Attorney in the given format - typed on A4 Paper after leaving adequate space on top for stamping**

7. **Copy of both sides of PAN card.** If you do not have a PAN, you send me duly completed PAN Application in BLACK INK-BLOCK CAPITALS-PROOF OF ADDRESS-PHOTOGRAPH along with a DD for Rs. 250 /- for getting you PAN. If you do not have PAN Application Form, write to me and I shall send you the Form.

Arrears of Pay / Stipend / DA / CCA / etc

1. Attested copies of Form 16 / Salary Certificates for the financial years for which the arrears are received as per current Form 16, copies of payslips vide which arrears are received and Assessment Orders / Acknowledgement of Income Tax Returns for the relevant years (if the returns were filed).

House Property Income (Loss)

1. Copy of the **Loan repayment certificate** for the Financial Year for which Return is to be filed. The certificate should give the amount paid as interest and as principal separately. 2. **Copies of All Loan Repayment Certificates** (for which full deduction is not claimed as yet.) 3. Please note that if the house is on joint name, only 50% share of deduction is given unless shares in the house are identified and registered with the sub registrar as such. In case the co-owner is wife, the shares are not identified and you are being given 100% deduction in earlier years or you are claiming the deduction for the first time and your wife does not have objection to your claiming 100% deduction; a **certificate is required from her stating that she does not have any income, that she is fully dependent on you, that her income is to be clubbed with your income, that the loan is being repaid entirely from your income and that though the house is registered on her name also, you are the De-Facto owner.** All the conditions given above are required to be mentioned. 4. Details of **Rent received and details of municipal taxes** paid during the financial year. (Required only if the House is on rent) 5. **Proof of possession** of the house in the form of possession letter (NOT allotment letter) from the builder or from municipal authority or from the architect or self attested. If you have shown income from the same house in the past, the copy of Assessment Order of the previous year will do. 6. In case of house allotted by a group housing society, copy of booking letter and copies of receipts of payment made during the Financial Year. 7. In case of interest paid on private loan; copy of Loan Agreement on stamp paper, loan repayment receipts duly revenue stamped and PAN / Bank details of the person who gave you private loan will be required. 8. The **Property details** (duly attested by you) are required to be given when you obtain the property for the first time, when any change takes place and when you get the tax return filed through me for the first time. The details required are (a) Exact complete address of the property, (b) Details of builder / seller, (c) Details of sources of funds. (d) Date of construction completion and of possession. (e) In case of joint property, share of each joint owner as registered (f) Present status of the property i.e. Rented Out or Self Occupied and date from which change in status has taken place. (g) Details of second property (if any)

House Rent Allowance

1. Rent agreement and revenue stamped rent paid receipts for the period for which the HRA is recd as per current Form 16. 2. Copies of Payslips that give credit of HRA. 3. Copies of Payslips for the months for which HRA is given.

House Rent Reimbursement (ONLY IF THE SAME IS GIVEN FOR THE HOUSE OWNED BY YOU)

1. Clear proof of ownership of the house. 2. Proof that the HRR is given for the house owned by you. 3. Copies of payslips that give credit of HRR.

Deduction on Medical Grounds (Disability to Self, Dependents - Parents, Brothers / Sisters, Spouse and Children)

1. Latest Certificate (along with the photograph of patient fixed on it) from the relevant specialist **Medical Board giving percentage and type of disability** in clear terms. 2. **Proof of Dependency** (copy of Part II order etc.)

Deduction on Medical Grounds – Treatment for Specified Chronic Diseases

1. Certificate in **Form 10-I** from a Govt doctor having post graduate medical degree. 2. **Proof of Dependency and Proof of Date of Birth** / Age of dependent person. 3. Proof of **Expenditure on treatment** (as deduction is available only for actual expenditure incurred).

Investments (Proof is required only if the same is not included in the Form 16)

1. Life Insurance Premium paid receipts for self / wife / children, NSCs, Tuition fee receipts for any two children studying in nursery / pre-school / primary school / high school / college / any educational institutional institution in India, PPF account payments, investment in NABARD Bonds, Public deposit scheme of HUDCO, Senior Citizen Saving Scheme 2004, Equity linked Saving Schemes, Infrastructure Bonds. Any other investment. 2. DSOP fund Annual Statement.

Income From Other Sources

Income received from any source not shown under any other head is required to be reflected as 'Income from Other Source'. Interest received on (any type of bank account, fixed deposits, company deposits, post office schemes, bonds, income tax refund) etc. is fully taxable. **Please note that income tax officers are entitled to inspect any account (including any bank account) either physically or through electronic means.**

Capital Gains / Profits / Loss From Securities (including Units of Equity Oriented Mutual Funds) / Shares.

1. Details of securities / shares held as on 31.3.2010 (at 3.30 pm). Name of script, dates of purchase, quantity & amount paid for each purchase is required. 2. Complete details of securities / shares purchased or sold between 1.4.2010 to 31.3.2011. 3. Proof of dates of sale / purchase, quantities sold / purchased, amount paid / received and additional amount paid are required. **Please send these complete details. If you send only selected transactions, return will be kept pending till complete details with proof are received.**

Capital Gains From Sale of Property.

1. Complete details of property sold between 1.4.2010 to 31.3.2011. Details of investments made out of amount received. 2. Complete details of purchase by you of the property mentioned in 1. 3. Proof of dates of sale / purchase, amount paid / received and additional amount paid are required. 4. Similar details of improvements (with proof of expenditure) made by you in between date of purchase and of sale are required.

IMPORTANT. PLEASE SEND CAPITAL GAINS DETAILS IMMEDIATELY AFTER 31 MARCH WITHOUT WAITING FOR FORM 16. THIS IS REQUIRED SO THAT I CAN COMPUTE YOUR CAPITAL GAINS / TAX AND SEND YOU TAX PAYMENT CHALLANS IN CASE THERE IS A TAX LIABILITY AND FILE THE RETURN WHENEVER YOU SEND THE TAX PAID CHALLANS RECEIPTS TO ME.

Information Return: Please send following information pertaining to Financial Year 2010-11 :- 1. Address of House Property purchased with date of completion of construction and total payments made. 2. Total of Fixed Deposits made. 3. Total of Credit Card Expenditure. 4. Total of Mutual Funds purchased. 5. Total of debentures / bonds purchased. 6. Total of share purchases made. 7. Total of RBI Bonds purchased. **(Only amts are required in all cases from 1 to 7)**

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Personal Information:

1. CDA (O) Number Date of Commission & Trg Period.....
2. Rank, Name
3. Fathers Name 4. PAN
5. Date of Birth 6. Sex: Male / Female
7. Unit Address
- PIN. C/o 56 A.P.O. / C/o 99 A.P.O.
8. Bank A/c No., Bank Address & MICR Code **(Please attach one cancelled cheque from your bank account of your bank.)**
9. Mobile Number
10. E mail ID
11. In case of House Property: Who is the Owner of the House: Self / Spouse / Mother / Father / Brother / Sister Detailed Address.....
-
- Date of Taking Possession..... Date of Start of Loan Instalment.....
- Name of Co-owners & %age of Ownership.....
-
- Name of Tenant & his PAN in case of property given on rent.....
-

Date

Signature

MY FEE NOW STANDS AT Rs. 400 /- (RS. 350 /- FOR JCOS / OR) FOR ALL RETURNS EXCEPT FOR CAPITAL GAINS FROM SECURITIES (Rs. 1000 /-). The services include preparation and filing of **Income Tax Returns** on your behalf, Filing of **Revised Returns** (however, if the same is necessitated due to non-submission of relevant documents by you, extra Rs. 300 /- will be charged), Assistance in **Assessment and Refund**, making application for **Rectification of orders**, timely and correct **Advice on Income Tax matters**, **Advice on investments** and other **services connected with income-tax matters**. Some minimum extra charges may be required to be paid for certain cases demanding extra time and expenditure. **I DO NOT CHARGE ANY FEES FOR CONSULTATION. PAYMENT OF FEES IS NOT COMPULSORY (EXCEPT FOR COMPUTATION OF CAPITAL GAINS) FOR PERSONS DECORATED WITH PVC, MVC, VrC, AC, KC, SC, SYSM, UYSM AND YSM. FOR OTHERS, FEES ARE TO BE PAID BEFORE FILING OF RETURNS BY DEMAND DRAFT / MONEY ORDER / MULTICITY CHEQUE PAYABLE ON THE NAME OF ANURADHA CHAVAN PATIL AT PUNE CITY ONLY. OUTSTATION CHEQUES (EVEN WITH ADDL AMOUNT) ARE NOT ACCEPTED. IF A MULTI-CITY CHEQUE IS RETURNED BY THE BANK FOR ANY REASON, YOU HAVE TO PAY Rs. 100 /- EXTRA & THE ENTIRE AMOUNT WILL THEN HAVE TO BE PAID BY DD / MO ONLY.**

Tax & Legal Solutions

Anuradha Chavan Patil

“Aarohini”, Plinth L8, Erandwane Co-operative Housing Society, Opposite Deenanath Mangeshkar Hospital, Erandwane, Pune, Maharashtra. PIN – 411004.
(Office Hrs: 0930h to 1830h. On Sundays by prior Appointment- 1000h to 1400 h)
Email: anuradha.chavanpatil@gmail.com anish789@vsnl.net
Mob: 09822290424 (Office), 09921351984 (Personal), Phone: 020-25445878
Website: www.taxwomanpune.com

PLEASE NOTE THAT DISPUTES, IF ANY, ARE TO BE REFERREED TO PUNE JURISDICTION ONLY.

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POWER OF ATTORNEY

I,,
Son / Daughter of,
CDA(O) Number: PAN am serving in the Indian Army.
By the terms of my service, I can be sent to any place within or outside India. My job involves duty at the remotest places within or outside India. As such, I am unable to personally fill and file my annual income tax returns. Also, I am unable to attend to any query of the Income Tax Department or to raise any representation / Rectification / Appeal with the Income Tax Department.

I therefore appoint Mrs. Anuradha Chavan Patil, M.A., B.Com., LL.B.(gen.), D.T.L., D.L.L. & L.W., G.D.C & A (Income Tax Practitioner) as my representative for the income tax purpose and I give her the power of attorney vide this document

- a. to sign and file the income tax returns on my behalf,
- b. to sign and file any revised return on my behalf,
- c. to attend to any query prior to Assessment as per section 142 of the Income Tax Act, 1961,
- d. to receive Assessment Order on my behalf,
- e. to sign and file any rectification application on my behalf,
- f. to give any application on my behalf to any officer of the Income Tax Department including the Commissioner of Income Tax,
- g. to appear before any income tax authority on my behalf as per the provisions of Section 288 of the Income Tax Act, 1961.
- h. AND to represent me on all matters (that are specifically not covered above) concerning my income tax.

Signature of the Assessee

Date

Place: