

भारतीय मानक ब्यूरो

वित्त विभाग

हमारा सन्दर्भ:वित्त/2:37/आय कर/ 2018-19

01जून 2018

विषय: वर्ष 2018-19के लिए आय कर गणना के योजनार्थ विवरण

परिपत्र संख्या बी.आई.एस./मुख्यालय/वित्तपरिपत्र (04)/2018 दिनांक 01 जून 2018 आवश्यक कार्यवाही हेतु सलंगन है।

हस्ता

(गुरप्रीत सिंह)

निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय / शाखा कार्यालय / एन आई टी एस / केंद्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी
- भारतीय मानक के सभी पेंशनर्स एवं फैमिली पेंशनर्स

प्रतिलिपि - जानकारी के लिए :

- महानिदेशक/अपर महानिदेशक/मुख्य सतर्कता अधिकारी/सभी उपमहानिदेशक

सूचना और प्रौद्योगिकी विभाग - भारतीय मानक ब्यूरो के इंटरनेट पर रखने के लिए

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/2.37/Income Tax/2018-19

01 June 2018

Subject: Particulars for the purpose of Income Tax Calculations for the year 2018-19

The Circular No. BIS/FIN/HQ/Circular(04)/2018 dated 01 June 2018 on the captioned subject is enclosed for necessary action.

sd/-

(Gurpreet Singh)

Director (Finance)

Circulated through Intranet to:

- Heads of ROs/BOs/ CL/NITS
- Heads of all Departments at HQ
- All Official of BIS
- All pensioners/family pensioners of BIS

Copy for Information:

- DG/ADG/CVO/ All DDGs

Copy to: ITSD for placing on BIS INTRANET

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT – HQ)

Subject: Particulars for the purpose of Income Tax Calculations for the year 2018-19

In order to finalize calculation of Income Tax to be deducted from the salary/pension for the financial year 2018-19, all employees/pensioners/family pensioners of BIS, are requested to furnish the particulars of their savings in the prescribed Proforma **F 1 – 48 - for serving employees of BIS and F 1 – 48A - for pensioners/family pensioners of BIS (at S. No. 47 & 48 respectively of frequently used forms)**, to Finance Department by **10 July 2018** positively, failing which tax will be calculated without taking into consideration of any savings covered under Chapter VIA of the Income Tax Act, 1961 (excluding GPF, NPS & CGHS Contribution).

Before submitting Form 48/48A to Finance Department, the followings to be noted:

- i) In case, the employees who wish to claim rebate under Section 10(13A) i.e. House Rent Allowance, have to submit Rent Receipt(s) duly signed and stamped along with other details such as rental address, name of landlord, PAN of landlord (PAN No. is required only in case rent paid is more than Rs. 1.00 lakhs p.a.).
In case if it is not possible to submit rent receipt(s), the employee can also submit copy of rented agreement along with bank statement showing withdrawal of rent amount. However, copy of PAN of landlord is compulsory in case of rent paid is more than Rs. 1.00 lakhs p.a.
- ii) In case of claiming rebate under Section 24(b) i.e. Interest on House Building Advance, while filing Income Tax Return in Form 24, the details of Lender such as name, PAN No. etc are required. Accordingly, the employees who wish to claim rebate on Interest on House Building Loan, should submit the statement of Bank/Financial Institution having proper details of Principal amount (loan to be paid), Interest on House Building Loan and PAN No. of Bank/Financial Institution, along with Form 48.
- iii) The employees, who have Other Income i.e. Income other than Salary, may inform the same in the prescribed Proforma **F 1 – 49 along with Form 48/48A.**

Sd/-

(Gurpreet Singh)

Director (Finance)

Our Ref: FIN/2:37/Income Tax/2018-19

Date : 01 June 2018

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