

All the esteemed staff members of our college are hereby informed that the soft copy of **Income Statement Format for the Financial Year 2021-22 (Assessment Year 2022-23)** under *both the Old Regime and the New Regime* has been uploaded in the following Google Site

(link: <https://sites.google.com/view/jrcincometaxcommittee/home>)

Steps for filling-up **Income Statement Format for F.Y. 2021-22 (A.Y. 2022-23)**:-

- Click on the aforesaid Google Site link.
- Click on the Google Sheet link of the Income Statement Format 2021-22.
- Download the Income Statement Format 2021-22 (Old/New Regime) as excel (.xls) file.
- Fill-up all the required fields of the aforesaid Income Statement Format 2021-22 (Old/New Regime), compare the tax liability under both the Old and New Regime and opt for the regime where tax liability is minimised.
- Submit the aforesaid filled-in **Income Statement for the Financial Year 2021-22** in *excel format* along with *Income Tax Statement (as downloaded from HRMS website)* to jrcincometaxcommittee@gmail.com latest by **30th January, 2022** for online checking and verification by the Income Tax-Sub Committee.
- After completion of online verification, each incumbent will receive a confirmation mail from jrcincometaxcommittee@gmail.com.

All concerned are further requested to submit the hard copy of the *aforesaid filled-in and duly verified Income Statement Format for F.Y. 2021-22* (in triplicate) along with the following documents to the Office of the Principal within **5th February, 2022** positively for necessary submission at Jhargram Treasury.

1. Income Tax Statement (as downloaded from HRMS website).
2. Photocopy of Bank Loan Certificate (for claiming deduction in respect of House Building Loan).
3. Photocopy of rent receipts in proper format (for claiming H.R.A. exemption).
4. Photocopy of receipt of donation/contribution to charitable/scientific institutions/Govt. Fund (for claiming deduction u/s 80G).
5. Form 10E (for claiming relief u/s 89).
6. Salary Certificate from previous employer, if any (for those who have joined the college during 2021-22 session).

Countersigned



Principal/Officer-in-Charge
Jhargram Raj College



Convenor, Income-Tax Sub-Committee
Jhargram Raj College