

All the esteemed staff members of our college are hereby informed that the soft copy of **Income Statement Format for the Financial Year 2023-24 (Assessment Year 2024-25)** 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. 2023-24 (A.Y. 2024-25)**:-

- Click on the aforesaid Google Site link.
- Click on the Google Sheet link of the Income Statement Format 2023-24.
- Download the Income Statement Format 2023-24 (Old/New Regime) as excel (.xls) file.
- Fill-up all the required fields of the aforesaid Income Statement Format 2023-24 (Old/New Regime) and take a print-out of the same.
- Submit the hard copy of the ***aforesaid filled-in Income Statement Format 2023-24*** (in triplicate) along with the following documents to the Office of the Principal within **6th February, 2024** positively for necessary submission at Jhargram Treasury.
 1. Salary Statement / IT Statement (as downloaded from WBIFMS portal).
 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 2023-24 session).

Countersigned



Principal
Jhargram Raj College



Convenor, Income-Tax Sub-Committee
Jhargram Raj College