

All the esteemed staff members of our college are hereby informed that the soft copy of **Income Statement Format for the Previous Year 2024-25 (Assessment Year 2025-26)** under both **the Old Regime and the New Regime** has been uploaded in the following Google Site:

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

Steps for filling-up **Income Statement Format**:-

- Click on the aforesaid Google Site link.
- Click on the Google Sheet link of the Income Statement Format for PY 2024-25.
- Download the Income Statement Format (Old/New Regime as per your preference) as excel (.xls) file.
- Fill-up all the required fields of the aforesaid Income Statement Format (Old/New Regime), verify your Tax liability, balance due etc. and take a print-out of the same. *[Please note that some fields like Basic, HRA, MA have to be filled up manually while some others will be calculated automatically. In case of Old Regime, deductions have to be filled up manually as and where appropriate].*
- Submit the signed hard copy of the **aforesaid filled-in Income Statement Format** (in triplicate) along with the following documents to the Office of the Principal after January 31, 2025 but before **5th February, 2025 (Wednesday)** positively.
 1. Salary Statement / IT Statement containing Salary up to 31.01.2025 (as downloaded from WBIFMS portal).
 2. Photocopy of Bank Loan Certificate / Interest Certificate (for claiming deduction in respect of House Building Loan allowed only under Old Regime).
 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. Supporting documents/calculations for Form 10E (for claiming relief u/s 89).

Countersigned

Principal
Jhargram Raj College

Convenor, Income-Tax Sub-Committee
Jhargram Raj College