

## **INSTRUCTIONS FOR FILLING UP NAYA SARAL**

(These instructions are non-statutory)

1. NAYA SARAL Form may be filled up by a resident individual / Hindu Undivided Family, having income only from salary, house property and other sources. The form should be filled up in duplicate. One copy will be returned to the assessee after being duly acknowledged. The acknowledgement itself is deemed to be the intimation. No intimation is separately given unless there is a demand or a refund.
2. All items should be filled in capital letters.
3. Status (Item no.5 )- Please strike out whichever is not applicable.
4. Details of bank account may be furnished (item no.10) for direct crediting of any amount refundable to you - state the name, address of the bank, the MICR code and the account number.
5. Income from Salary (item no. 1)- State the net taxable salary as per the Form no. 16(salary certificate) provided by the employer and enclose the Form No.16.
6. Income from House Property (Item no. 2 )- In item no.2, please indicate the annual letting value or the rent received / receivable whichever is higher. While calculating the rent received/ receivable deduction as per section 23 in respect of vacancy etc. may also be taken into account. In Item No.3 state the taxes actually paid to local authority (not on accrual basis).
7. Income from other sources (item no. 8 )- Gross income from other sources such as interest, income from units etc. should be shown against this item. Details of such amounts of income from other sources, as exempt, if any, should be given alongside in the columns. Deductions claimed u/s 57 in respect of income chargeable under the head "income from other sources" should be mentioned in item no. 10. Thereafter, net "income from other sources" should be mentioned in item no. 12.
8. Deductions under chapter VI-A (item no. 14 )- Chapter VI-A provides for various deductions, e.g. for donations (80G), medical insurance premia (80D), contribution to certain pension funds (80CCC), repayment of loan taken for higher studies(80E), interest on certain securities, dividends (80L). Deductions under section 80QQB and 80RRB are available from assessment year 2004-05. Total amount of deductions claimed should be shown section-wise.
9. Tax on total income (item no. 17) – Please calculate the tax on total income at the applicable rates for the relevant assessment year and mention in item no. 17.
10. Rebate (item no.18)- Please indicate the tax rebate available as per section 88 of the Income Tax Act.

For individuals who are aged 65 years or more, tax rebate is available under section 88B.

For women who are aged less than 65 years, tax rebate is available under section 88C.
11. Relief (item no.23 )- Relief is available under section 89 in cases where salary is paid in arrears or in advance.
12. Proof of taxes paid (item no. 25, 27 ) - Against item no. 25 fill in the amount of tax deducted at source, both in respect of income from salaries and otherwise. Also attach proof of tax deducted at source.

In respect of item no. 27 fill in the amounts of advance tax paid in each instalment. Also attach copy of challans for the advance tax paid.
13. Interest payable (item no.30)- Interest is charged under section 234A for late filing of return, under section 234B for shortfall in

payment of advance tax and under section 234C for deferment of instalments of advance tax. Please indicate such interest separately.

14. Item no. 32 – Please fill in the amount of tax payable / refundable.

[INCOME - TAX RETURN FORM FOR RESIDENT INDIVIDUAL/HINDU UNDIVIDED FAMILY NOT HAVING INCOME FROM BUSINESS OR PROFESSION OR CAPITAL GAINS OR AGRICULTURAL INCOME.] [See second proviso to rule 12(1)(b)(iii)]

1. NAME

2. ADDRESS(in case of change)

PIN  TELEPHONE

3. Permanent Account Number :  7. SEX M/F :

4. Date of Birth :  8. Assessment Year :

5. Status : Individual/Hindu undivided family : 9. Return : Original or Revised :

6. Ward/Circle/Special Range : 10. Particulars of Bank Account : (for payment of refund)

Name of the Bank	MICR Code	Address of Bank Branch	Type of Account	Account Number

COMPUTATION OF INCOME

	AMOUNT	AMOUNT		
1. Income chargeable under the head "Salaries" [Attach Form 16]	701			
2. Annual value / Higher of Annual rent received or receivable / Reduced annual rent received or receivable because of vacancy :	307			
3. Taxes actually paid to local authority	312			
4. Annual value of property (2-3) :	313			
5. Less : Deductions claimed u/s 24 :				
(a) Thirty percent of annual value :	321			
(b) Interest payable on borrowed capital	322			
6. Total of 5 above :	325			
7. Income chargeable under the head "Income from House Property"(4-6)		702		
8. Gross income from other sources :				
(a) Dividends from companies	454	460		
(b) Dividends from units	455	463		
(c) Interest	456	461		
(d) Rental Income from machinery, plant etc.	457	462		
(e) Others :	458	464		
Total :	459	465		
9. Total of 8 above (Gross amount minus Amount exempt)	470			
10. Deduction u/s 57 :				
(a) Depreciation				
(b)				
(c)				
11. Total of 10 above	471			
12. Income chargeable under the head "Income from Other Sources" (9-11):		706		
13. Gross Total Income (1+7+12)		746		
14. Deductions u/s Ch VIA	AMOUNT	AMOUNT		
(a) 80CCC	235	(d) 80G 242		
(b) 80D	236	(e) 80L 260		
(c) 80E	239	(f) 80QQB 275		
(g) 80RRB 282		(h) Sec.		
15. Total of 14 above :		747		
16. Total Income (13-15)		760		
17. Tax on total Income :		810		
18. Less Rebate :	AMOUNT	AMOUNT		
(a) Sec. 88 812		(c) Sec. 88C 814		
(b) Sec. 88B 813				
19. Total of 18 above		820		
20. Balance Tax payable (17-19)		827		
21. Add Surcharge		828		
22. Tax payable (20+21)		832		
23. Relief u/s 89.		837		
24. Balance Tax Payable (22-23)		841		
25. Tax deducted at source	(a) Salaries 868	(b) Others : 872		
26. Total of 25 above :		873		
27. Advance Tax paid (Attach copy of challans)	Date	Amount	Date	Amount
(a) Upto 15/9 858			(c) 16/12 to 15/03 860	
(b) 16/9 to 15/12 859			(d) 16/03 to 31/03 861	
28. Total of 27 above				862
29. Tax paid during the previous year (26+28)				892
30. Interest payable :	Amount		Amount	
(a) Section 234A : 842		(c) Section 234C : 844		
(b) Section 234B : 843		(d) Total Interest (a+b+c)		846
31. Less : Self assessment tax paid (Attach copy of challan)				875
32. Tax payable / refundable (24-29+30-31)				891

Verification

I.....(name in full and in block letters), son/daughter of .....solemnly declare that to the best of my knowledge and belief, the information given in this return and the annexures and statements accompanying it are correct, complete and truly stated and in accordance with the provisions of the Income-tax Act, 1961, in respect of income chargeable to income-tax for the previous year relevant to the assessment year.....

Receipt no.....Date.....  
Seal  
Signature of the receiving official

Signature

Date :  
Place :

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