

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON.

Instructions for filling Income Tax calculation Excel file

1. First fill Name, Designation, PAN No., DoB, Father's Name, Mobile No., Sevaarth ID, Aadhar No., GPF / DCPS No. in appropriate cell in **Statement Tab**.
2. Now from your monthly salary slip enter basic pay in B9 to B20 cell in front of corresponding month.
3. Enter Arrears as per the difference columns in arrears statement.
4. Enter DA arrears in D22 cell.
5. Enter any other arrears if taken in the financial year 2020-2021.
6. Enter Deductions in appropriate cells given in corresponding month
(GPF, GIS, Income Tax, HBA Principal, HBA interest, LIC Salary saving, Other deduction)
7. After completing **Statement Tab** take printout of salary statement.
8. Now in **Annexure 2021 old Tab** check auto filled data if you choose Old Regime.
9. Then enter rent paid per month in cell E11 for claiming HRA Exemption.
10. Enter your savings as applicable in column C (Cell C16 to C26).
(Other Income, saving interest, Housing loan interest, 80D,80U, 80G,80DD,80TTA)
11. Enter your savings under section 80C as in column C (Cell C31 to C38).
(LIC Direct Payment, Housing Loan Repayment (Principal), tuition Fee, PLI, NSC, Other)
12. Enter Relief U/s 89 from Form No. 10E in cell C47 if applicable.
13. Now your tax calculated. Take printout of **Tab Annexure 2021 old**.
14. If you want to choose New Regime of Tax Calculation then use **Tab Annexure 2021 new**. It is ready just take printout.