

T&M SERVICES CONSULTING PVT. LTD.

**INCOME TAX DECLARATION BY EMPLOYEE FOR THE
FINANCIAL YEAR (___/___/20__ TO ___/___/20__)**

N.B. : This Declaration must be returned by the employee to HR Department not later than _____, _____,20__ if he / she wishes to obtain tax relief under the existing Income-tax Act.

A. EMPLOYEE CODE NO. _____ B. NAME. _____
 C. DESIGNATION. _____ D. DATE OF JOINING _____
 E. RESIDENTIAL ADDRESS _____ F. PERMENENT ACCOUNT NO./G.I.T. NO. _____

I have made or proposed to make the following investments / payments for which, I shall be entitled for tax relief:

Total Amount (in the Year 20__-20__)

1. Rent for my residential premises @ Rs. _____
 Per month from _____,20__ to _____, 20__
 (See Not 2 (a)) Rs. _____

2. Donations to approved Fund/Trust (See Note 2 (b))
 U/s. 80 (G) (mention name of Fund /Trust and amount
 Of donation). Rs. _____

3. Deposits out of my current year's income as
 U/s 86 (See Note 2 (c))

A. 10/15 Year's Cumulative Time Deposit Scheme Rs. _____

B. Public Provident Fund (other than PF deducted
 From salary) Rs. _____

C. Unit Linked Insurance Plan. Rs. _____

D. NSC VII Issue. Rs. _____

E. Deposits with National Housing Bank. Rs. _____

F. Interest accrued on NSC VIth & VIIIth issue
 Subscribed in previous year by me as under:

Year	Value Of NSC's Rs.	of Interest % Rate	Interest accured Rs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. Investments made under equity linked saving scheme Rs. _____

H. Jeevan Dhara / Jeevan Akshay Policy of
 LIC Policy No. _____ Rs. _____

I. Premium has been paid / will be payable by me
 During the year in respect of the following
 LIC Policies (See Note 2 (C) (I) :

Policy No.	Sum Insured Rs.	Premium Rs.	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	Rs. _____

J. I have made payment for purchase or construction
 Of house out of my current year's income to
 HDFC or any other similar Co. (See Note 2 (C) (iv) Rs. _____

K. Investments made in Government approved capital issues
 (ex. Konkan Railway) Rs. _____

4. Equity share purchased u/s 88A (eligible issue of capital) (See Note 2 (d)). Date of Payment _____ Rs. _____

Unit of Mutual Fund Specified under Section 88A (See Note 2 (d)). Date of Payment _____ Rs. _____

Unit of the Unit Trust of India Purchased u/s 88A (See Note 2 (d)). Date of Payment _____ Rs. _____

Master Equity Plan Date of Payment _____ Rs. _____

5. Medical Insurance Premium u/s 80D (See Note 2 (f) Rs. _____

6. LIC Insurance Pension scheme (See 80CCC)-Maximum Premium Rs. 10000/- p.a.

Policy No.	Sum Insured Rs.	Premium Rs.
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Infrastructure Bond

_____	_____	_____
_____	_____	_____

8. Any other investment (please specify)

_____	_____	_____
_____	_____	_____
_____	_____	_____

9. In case of owned vehicles ,give detail of vehicle and expenses in curd :--

Four Wheeler/ Two wheeler : _____

Machine Capacity : _____

Annual expenses : _____

(Original bills will be requires)

10. I am giving details of salaries & perquisites received by me during the year April 2003 to March 2004 from my previous employer (s) in the prescribed format (applicable to employees joined from April 2003 onwards). I further undertake to abide by the declaration given above and take the responsibility of informing the HR Department of any change latest February 15, 2004.

I also understand that in my personal tax assessment, I can be required by the assessing ITO to substantiate the contents of the above declarations.

I hereby solemnly declare that to the best of my knowledge and belief, the information given above are correct and complete.

Employee's Signature and Date

NOTES:-

1. Tax computation for every employee will be based on the above declaration. In case of non-submission of the declaration in time or any investment made but not included in the declaration, refund of excess tax deducted will have to be claimed by the employee himself directly from the Income Tax Authorities.
2. Certified true copy along with the original receipts/other evidence specified against each item should be submitted to HR Department on or before _____, ____, 20__ for verification to avail of the tax benefits. Originals will be returned after verification.

Nature of Investment/Payment	Document to be submitted
(a) House Rent	Rent receipt giving address of Landlord and premises rented.
(b) Donation to approved Fund/Trust.	Copy of the Receipt.
(c) Maximum Qualifying Amount of Rs. 70,000/- (Additional 30,000 / in case invested in approved infrastructure bonds)	
i) LIC Premium paid	Copy of Receipt (s).
ii) Contribution to CTD/PPF/ULIP/NSC VIII series and deposits with national Housing Bank.	Copy of Receipt (s) /Challan (s)
iii) Interest accrued on NSC VIth & VIIIth series in earlier years.	Copy of Certificates
iv) Payment of D. A. Housing Board/Housing Society etc. and repayment of loan taken From Govt. Banks, LIC, specified Co-op. Societies and also from employer (Public Company) for purchase or construction of House property subject to following conditions. - Constructed or purchased on or after ____-____-20____. - The employee is the owner of the property and the income from such property is eligible to tax as 'Income from House Property' in the hands of the employee.	
v) Payment made under Jeevan Dhara /Jeevan Akshay Policy.	Copy of Receipt (s).
vi) Investment made under equity linked saving scheme does not exceed Rs. 12,000/-	Copy of Receipt (a).
vii) Investment made in Govt. approved Capital issues (Ex. Konkan Railway) (by this clause the Maximum Qualifying amount become Rs.1,00,000/-)	Copy of Allotment / Payment receipts

- d) The aggregate amount invested does not exceed Rs. _____/- per annum and the conditions u/s. 88A have to be fulfilled. Copy of Share Certificates / Units of Mutual Fund /U.T.I. / MEP
- e) Donations to National Defence Fund, Jawaharlal Nehru Memorial Fund, PM's Drought Relief Fund, National Children's Fund, Indira Gandhi Memorial Trust and Prime Minister's National Relief Fund will Only qualify for deduction. Copy of Receipt (s)
- f) Medical Insurance premium paid upto Rs. 10,000/- Fully allowed as deduction. Copy of Premium Receipt (s)
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3. In case space provided is not sufficient, please attach additional sheet.

4. Any change in Residential address to be informed to H.R. Department immediately.

To,
The Manager – HRD
T&M SERVICES CONSULTING PVT. LTD.
1, Ground Floor, Gopal Terrace,
Kastur Park Road, Shimpoli,
Borivali (West), Mumbai 400 092.

Declaration by an employee in respect of daily commuting from
“RESIDENCE TO T & M – OFFICE and BACK”
(Financial Year 2003-2004)

I. Employee Name (in full) : _____
II. Employee Code No. : _____
III. Normal Place of Residential Address : _____
IV. Permanent A/C No. /GIR No. : _____

- a) I use the Company provided bus from _____ (station / location) to office, and return the same way.
(i) The distance from my residence to the point where I take the Company Bus is _____ k.m.
(ii) Approximately _____ times a month, I am unable to take the Company Bus due to business constraints. On such occasions, I reach office by the following route.

From	To	Approx. distance (k.m.)
_____	_____	_____

- b) I use my own transport (car/scooter/motorcycle) to commute from my residence to office and back. The distance between my residence and office is approximately _____ k. m.
c) I do not use the Company bus and I do not have my own transports, but I use public transport to reach office every day.

(i) I use suburban railway between [S1] _____ station and [S2] _____ station. The distance between my residence and [S1] _____ station is approximately _____ k. m., and the distance between [S2] _____ station and office is approximately _____ k.m.

(ii) I do not use the suburban railway to commute.

I also declare that I shall keep the company informed of any change in the above manner of commuting, including the distance thereof.

The total average expenses incurred by me as above of Rs. _____/- per month, I request you not to consider “Conveyance Allowance” paid to me upto the above limit by the Company for Income Tax deducting at source purpose, which is only a reimbursement of expenses laid out wholly, necessarily and exclusively for the performance of official duties.

I hereby solemnly declare that to the best of my knowledge and belief information given above are correct.

(Signature of the Employee)