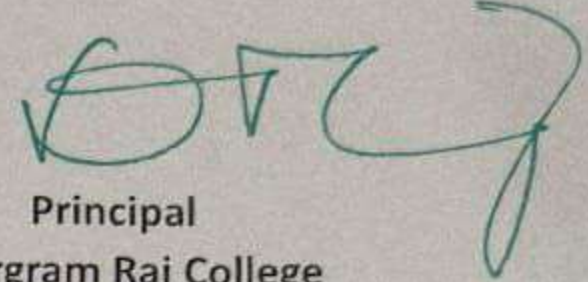


Jhargram Raj College

O/Cir. No. - 32

Date: 13.04.2026

All teaching and non-teaching staff of this College who have received Arrear DA in their GPF Accounts / Bank Accounts in April 2026 from their present and/or past employer are hereby requested to recalculate the estimated income for FY 2026-27 using the Programmed Excel File and modify their Income Tax Deductions at source w.e.f. April 2026 through HRMS portal by 15.04.2026 positively.



Principal

Jhargram Raj College

Principal

Jhargram Raj College

Relevant Notes:

- DA and Arrear DA, in whatever form they are received, are treated as Salary and fully Taxable.
- Deducting Tax at Source on Salary is mandatory on the part of the employer and Payment of Advance Tax is mandatory on the part of the Individual Taxpayers.
- The **minimum cumulative percentages of payment of advance tax** during the financial year are:
At least 15% by 15th June, 45% by 15th Sept, 75% by 15th Dec, and 100% by 15th March of the Financial Year - Sections 208, 211), default or deferment in payment of which attracts interests (Sections 234B, 234C of the Income Tax Act, 1961).
- It is advisable to deduct some more income tax during the first few months to avoid interests on short payments in case actual income becomes more than the estimation. Any excess payment of Tax can be adjusted in the final month(s) or can be claimed as refund while filing return of income.
- The rate of DA has been considered as 18% throughout the year in programming the excel as there is no Government notification till date w.r.t. increase in the rate of DA.
- Steps for filling-up **Income Statement Format**:-
 - (i) Download the Income Statement Format (New Regime).
 - (ii) Some fields like Basic, HRA, MA have to be filled up manually (**on the basis of actual pay slip of March 2026 and increment in July 2026 considering the ROPA 2019 Matrix**), while some others will be calculated automatically.
 - (iii) Arrear DA is to be shown in Arrear Row (which is there just below Feb,27 row) corresponding to DA Column.
 - (iv) Do not fill the red-coloured cells of the excel file.
 - (v) Fill the Income Tax deducted of March 2026 only. Others will be calculated automatically after final calculation.

Copy to:

1. Coordinator, IQAC
2. Secretary, Teachers' Council
3. Convenor, Income Tax Committee
4. Convenor, Website Committee
5. Guard File