**OFFICE OF THE DISTRICT & SESSIONS JUDGE**
**NORTH WEST DISTRICT, ROHINI COURTS, DELHI**

## CIRCULAR

Personal Assistant/ Sr. Personal Assistant, Process-Server, Staff Car Drivers, Peon/Orderly/Dak Peon, Farash, Chowkidar & Sweeper, who are drawing salary from the North-West District and who are also entitled to draw the arrears of pay arising out of upgradation/revision of pay in consequent upon Judgment/order Dated 09/07/2015 in, W.P. (C) 5392/2011, W.P. (C) 4964/2011, W.P. (C) 5394/2011 & W.P. (C) 5085/2011, may submit complete information in prescribed Form 10(E) as per section 89(1) of Income tax Act, along with all necessary documents (self attested) as per list of enclosures through Receipt & Issue Branch, in order to bifurcate the amount of arrears into the relevant previous years for the calculation of income tax.

LIST OF REQUIRED ENCLOSURES FOR INCOME TAX RELIEF U/S 89(1)

a) Form 10(E)
b) Self attested copy of Income tax return/Form 16 of relevant years
c) Self attested Saving Proofs in case non-availability /Form-16 etc.
d) Year wise calculation sheet of Income and tax,
e) In case of officials not having Form 16 for the respective financial year, he/she may attach the income detail in enclosed Performa.

(VINOD YADAV)
Addl. District & Sessions Judge
Drawing & Disbursing Officer,
N/W Distt., Rohini Courts, Delhi.

No. 7777-7787 /PB/Acctts./NW/2016 Dated 05-03-16

**Copy forwarded for information and necessary action to :-**

1. A.O.(Judicial), Computer Branch, NW, with the request to get the circular uploaded on the office website.

(VINOD YADAV)
Addl. District & Sessions Judge
Drawing & Disbursing Officer,
N/W Distt., Rohini Courts, Delhi.

STATEMENT FOR THE YEAR

| S.No. | MONTH | GROSS SALARY | D.A. | BONUS | ARREAR | GPF | CGEGIS | TA | DGHS | INC. TAX | CESS | REMARKS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | March | | | | | | | | | | | |
| 2 | April | | | | | | | | | | | |
| 3 | May | | | | | | | | | | | |
| 4 | June | | | | | | | | | | | |
| 5 | July | | | | | | | | | | | |
| 6 | August | | | | | | | | | | | |
| 7 | September | | | | | | | | | | | |
| 8 | October | | | | | | | | | | | |
| 9 | November | | | | | | | | | | | |
| 10 | December | | | | | | | | | | | |
| 11 | January | | | | | | | | | | | |
| 12 | February | | | | | | | | | | | |

CALCULATION :-

| TOTAL INCOME | |
|---|---|
| GROSS SALARY | |
| D.A | |
| BONUS | |
| ARREAR | |
| NET INCOME | |
| LESS DEDUCTIONS | |
| GPF | |
| CGEIS | |