



4. Did you incur any expenditure on travel to a foreign country for yourself or for any other person(s)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5. Were you a holder of a credit card not being an add-on card, issued by any bank or institution?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. were you a member of a club where entrance fee charged is twenty-five thousand rupees or more ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

[cont.2]

**PART - III**  
**STATEMENT OF INCOME AND INCOME-TAX PAID**

Tick appropriate box - Giving your source (s) of income

Salaries	<input type="checkbox"/>	Income from house property	<input type="checkbox"/>	Income (net) from Business or profession	<input type="checkbox"/>
Capital Gains	<input type="checkbox"/>	Income from other sources		Agricultural income	<input type="checkbox"/>

1. Gross Total Income (excluding agricultural income and income from long-term capital gain )	Rs. -----
2. Exemptions/Deductions(claimed under Income-tax Act)	Rs -----
3. Total Income (1-2)	Rs. -----
4. Agricultural income for rate purposes	Rs.-----
5. Income -tax on total income	Rs. -----
6. Rebate of Income-tax/Relief for income-tax	Rs. -----
7. New Tax payable	Rs. -----
8. Income from long-term capital gain	Rs. -----
9. Tax on long-term capital gain	Rs. -----
10. Total tax (7+9)	Rs.-----
11. Tax Paid (attach copy of challan)	Rs. -----

**VERIFICATION**

I -----(Name in full and in block letters),

son/daughter/wife of ----- solemnly declare that, to the best of my knowledge and belief, the information given in this return is correct, complete and truly stated and in accordance with the provisions of income-tax Act, 1961, for the previous year relevant to the assessment year -----.

I further declare that I am making this return in my capacity as ----- and I am also competent to make this return and verify it. --

Date:  
Place

Signature

Note :

1. Capacity: Write authorised person/guardian/Karta of Hindu Undivided Family/member of the Hindu Undivided Family/Managing Director/Director /Principal Officer/Managing Partner/Partner / Chief Executive Officer as per section 140. Attach power of attorney if you are making this return as an authorised representative.
2. Status : For indicating the status, please use the following code numbers.

(a) Individual	P	(f) Body of Individuals (BOI)	B
(b) Hindu Undivided Family	H	(g) Artificial Juridical Person	J
(c) Firm	F	(h) Co-operative Society	S
(d) Association of Person (AOP_	A	(i) Local Authority	L
(e) Association of Prson (Trust)	T		

1. Strike off whichever is not applicable.

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**INSTRUCTIONS FOR FILLING UP FORM NO. 2C**  
**[ASSESSMENT YEAR 1997-98]**

Form No. 2C is a simple format for complying with the requirement of filling a return of income under the proviso to section 139 of the Income-tax Act. This Form is meant for the use of only those persons who have not hitherto file a return of income, and satisfy any two of the conditions mentioned on the first page of the Form. Please note that the Form must be filled up and filling the return for the Income-tax office even if your income is below the exemption limit for this year, i.e. Rs. 40,000.

Due date : The last date for filling the return for this year only in respect of ail categories of persons is 28th February, 1998.

Rates of tax : For this year, the following rates of tax will apply

a) For individual, HUFs, Association of Persons and Body of individuals	
(1) Where the total income does not exceed Rs. 40,000	Nil
(2) Where the total income exceeds Rs. 40,000 but does not exceed Rs. 60,000	15 percent of the amount by which the total income exceeds Rs. 40,000/-
(3) Where the total income exceeds Rs. 60,000 but does not exceeds Rs. 1,20,000	Rs. 3,000 plus 30 per cent of the amount by which the total income exceeds Rs. 60,000
(4) Where the total income exceeds Rs. 1,20,000	Rs. 21,000 plus 40 per cent of the amount by which the total income exceeds Rs. 1,20,000.
b) For co-operative societies	
(1) Where the total income does not exceed Rs. 10,000	10 per cent of the total income;
(2) Where the total income exceeds Rs. 10,000 but does not exceeds Rs. 20,000	Rs. 1,000 plus 20 per cent of the amount by which the total income exceeds Rs. 10,000
(3) Where the total income exceeds Rs. 20,000	Rs. 3,000 plus 35 per cent of the amount by which the total income exceeds Rs. 20,000
c) For firms	
On the whole of the total income	40 per cent
d) For domestic companies	
On the whole of the income	40 per cent (in addition, surcharge @ 7.5% of such income-tax shah be payable if the total income exceeds seventy five thousand rupees).

**Occupation of immovable property**

This includes occupation by way of ownership, tenancy or otherwise (say, as a pay guest). Occupation may be either of residential or commercial property. Please tick the "Yes" box only if the property in question is equal to or exceeds the floor area given overleaf.

Specification floor area of the immovable property for urban agglomeration\* of different cities :

	Used for Residential (other than hunts & Kutcha dwellings) purposes	Used for commercial purposes
(i) Delhi	600 sq. ft.	100 sq. ft.
(ii) Mumbai	600 sq. ft.	100 sq. ft.
(iii) Chennai	1000 sq. ft.	125 sq. ft.
(iv) Calcutta	1000 sq. ft.	125 sq. ft.
(v) Bangalore	800 sq. ft.	125 sq. ft.
(vi) Hyderabad	1100 sq. ft.	125 sq. ft.
(vii) Jaipur	1100 sq. ft.	125 sq. ft.
(viii) Kanpur	1100 sq. ft.	175 sq. ft.
(ix) Pune	800 sq. ft.	125 sq. ft.
(x) Ahmedabad	800 sq. ft.	125 sq. ft.
(xi) Ludhiana	800 sq. ft.	125 sq. ft.
(xii) Chandigarh	1100 sq. ft.	125 sq. Ft

\* The urban agglomerations of the cities mentioned above are given on pages 5& 6 Subscriber to a telephone Subscriber to a telephone Please note that 'telephone' includes cellular telephone also.

CODES : Please fill in the appropriate code out of the following in item No. 5 of Part I of the return.

Status

a) Individual	P	f) Body of Individuals (BOI)	B
b) Hindu undivided family	H	g) Artificial Juridical person	J
c) Firm	F	h) Co-operative society	S
d) Association of Persons (AOP)	A	i) Local authority	L
e) Association of Persons (Trust)	T		

Steps for filling up the Return

\* Please fill up Part I carefully, leaving one box blank between words/lines. Individual should give their date, month and year of birth. In the case of

- (i) Companies-date of incorporation-, +
- (ii) Firms-date of partnership deed; and
- (iii) Trusts-date of trust deed, are to be mentioned.

\* In Part III of the gross total income consists of income from the following heads/sources -

(A) Salaries

Salary includes arrears or advance of salary, payment received in lieu of leave not availed of, bonus, wages, fees, pension (including commuted value of pension), any annuity salary. Relevant provisions are in sections 15 and 17 of the IT Act, 1961. Income of the nature exempt u/s 10, is to be included in this figure. Normally, all cash allowances are taxable. However, the following are exempt

- (i) Leave travel assistance to the extent stipulated in section 10(5)
- (ii) House rent allowance to the extent stipulated in section 10(13A)
- (iii) Any such special allowance notified in the official gazette for the purposes of section 10(14).

Perquisites provided by an employer are taxable. These can be :

- (i) Free or concessional accommodation Section 17(2)(1) and (ii)
- (ii) Free or concessional benefits/amenities - Section 17(2)(iii)
  - (a) Conveyance-rule 3(c)
  - (b) Gas, electricity, water-rule 3(d)
  - (c) Domestic or personal services
  - (d) Personal travelling
- (iii) Payment by employer in respect of any obligation which but for such payment would have been payable by the assessee, e.g., children's education, income-tax, etc., and sums payable by employer for life insurance or annuity-section 17(2)(iv) and (v). The above mentioned perquisites are illustrative and not exhaustive in nature. However, medical benefit provided by the employer to the specified in the proviso to section 17(2) is excluded from perquisite.

The total of the following deductions are allowed from the salaries

1. Standard deduction to the extent of 1/3rd of gross salary or Rs. 15,000 whichever is less. Working women are entitled to standard deduction of 1/3rd of the gross salary of Rs. 18,000, whichever is less, provided the total income (before taking into account standard deduction does not exceed Rs. 75,000. The limit of standard deduction has been raised to Rs. 18,000 in the case of employees having income upto Rs. 60,000.
2. Entertainment allowance, if specifically granted by the employer. In case of Central Government servants, 20% of salary subject to the maximum of Rs. 5,000. For others, if continuously receiving entertainment allowance from a date prior to 01.4.1956, 20% of salary or Rs. 7,500 or the amount continuously received from a date prior to 01.04.1955, whichever is the least.
3. Professional tax or tax on employment levied by a State Government.

After deducting these amounts from salaries, you arrive at the income chargeable under the head "salaries".

(B) House property

Annual value. For computing the annual value, first the amount for which the property might reasonably be expected to let from year to year or the actual amount received, whichever is higher, is to be taken. From this, the aggregate of the following amounts are to be deducted :

1. Municipal taxes actually paid during the previous year by the owner. Arrear of taxes for earlier years paid during the year are allowable as deduction provided deduction for such amount has not been claimed/availed in the earlier years.
2. Deductions under section 24 and brought forward loss. The following deductions are allowed under section 24 :
  - (i) Repair and collection charges to the extent of 1/15th of the annual value.
  - (ii) Amount of premium paid to insure the property.
  - (iii) Annual charge not being a capital charge or a charge voluntarily created.
  - (iv) Ground rent.
  - (v) Interest on capital borrowed for acquisition, construction, repairs or renewal. Interest for the period prior to construction or acquisition is allowable over a period of five years beginning with the year of construction or acquisition in equal instalments.
  - (vi) Land revenue levied by the State Government.
  - (vii) Vacancy allowance for the period during which the property or a property was vacant (could not

be let). The amount of deduction is the fraction of the annual value proportionate to the fraction of the year during which the property was vacant.  
(viii) Unrealised rent.

No deduction under section 24 is allowed in respect of a self-occupied property which could not be occupied because of employment, business or profession at another place or where the annual value is taken as nil. However, in respect of the self-occupied property, deduction for interest on borrowed capital has been increased from Rs. 10,000 to Rs. 15,000. This deduction is also available to a person whose house is vacant due to employment, etc., elsewhere. In such a case, the net result of consumption will be a loss upto Rs. 15,000.

#### (C) Business or Profession

The net income from business or profession is arrived at after deducting expenditure allowable under this head. Depreciation under section 32 is admissible as per income-tax Rules.

#### (D) Capital Gains

Short-term and long-term capital assets. Profits and gains arising from the transfer of a capital asset are included in the incomes as 'capital gains'. If the asset in question was held by the tax payer for more than 36 months upto the date transfer, the asset is regarded as a long-term capital asset. In case of shares in a company, units of UTI and Mutual Funds and the securities listed in the stock exchange, the period of holding is more than 12 months for being considered a long-term capital asset. An asset which does not qualify to be considered a long-term asset is considered to be a short-term asset. Capital gain arising from the transfer of a long-term capital asset gets concessional treatment vis-a-vis capital gains arising from the transfer of a short-term capital asset.

(a) Computation of short-term capital gain. The short-term capital gain is to be computed by deducting the following from the full value of consideration.

(i) Cost of acquisition; (ii) Cost of improvement; (iii) Cost of transfer

(b) Computation of long-term capital gain. The long-term capital gain is to be computed by deducting the following from the full value of consideration.

(i) Indexed cost of acquisition (ii) Indexed cost of improvement (iii) Cost of transfer

The indexed cost of acquisition and indexed cost of improvement are to be computed by dividing the cost of acquisition and cost of improvement using the following cost of inflation index

Financial Year	Index	Financial Year	Index	Financial Year	Index	Financial Year	Index
1981-82							
1982-83	100	1986-87	140	1991-92	199	1996-97	305
1983-84	109	1987-88	150	1992-93	223		
1984-85	116	1988-89	161	1993-94	244		
1985-86	125	1989-90	172	1994-95	259		
	133	1990-91	182	1995-96	281		

Exemptions : The following exemptions are admissible to the extent prescribed in the respective sections. The amount exempted is to be reduced from the capital gain computed as above and the balance amount is to be shown in the return.

#### Short-term capital gains

1. Amount exempt under section 54B(1), 54D(1) or 54G(1)
2. Amount deposited under section 54B(2), 54D(2) or 54G(?)

#### Long-term capital gains

1. Amount exempt under section 54(1), 54B(1), 54D(1), 54EA(1), 54EB(1), 54F(1) or 54G(1)
2. Amount deposited under section 54(2), 54B(2), 54F(4) or 54G(2)

The sum total of short-term capital gains and long term capital gains is the income from capital gains. If there is loss on transfer of either short-term or long-term capital asset, it can be set off against income from capital gain arising on transfer of any other asset.

#### (E) Income from other sources

- (a) Gross income. Income which is not chargeable under any of the above mentioned heads and which is not from business or profession is to be shown here. Examples of other sources of income are dividend, interest, winnings from lotteries, crossword puzzles, horse-race royalty, rent for plot of land, etc.
- (b) Deductions. Deductions are allowable under section 57. These include expenses laid out for earning the income. In the case of income from family pension, a standard deduction to the extent of 1/3rd of pension or Rs. 12,000 whichever is lower is allowed.

#### (F) Gross total income

It will be the aggregate of the net income from each head source of income and is to be mentioned in column 1 of Part IZT if the form.

#### Deductions

If you are eligible for any deductions under Chapter VI-A of the income-tax Act, please mention the amount in the place provided. You may, for example, be eligible to claim deduction(s) in respect of payment of loan taken for higher education, etc. You may like to contact the Public Relation Officer in the income-tax Office for guidance on the deductions available to you. The aggregate amount of the deductions for which you are eligible should be reduced from the gross total-income -

#### Net agricultural income

The net agricultural income is to be computed in accordance with Part IV of the First Schedule to the Finance (No. 2) Act, 1996. The tax on account of net agricultural income is to be added to the total tax

as given in column 9 of Part III of the Form in the following manner :

Suppose total tax excluding tax on account of agricultural income is Rs. 10,000 and the tax on account of agricultural income is Rs. 1500, then the total tax to

be shown in column 9 will be

9. Total tax Rs. 10,000+1,500

- If you are a senior citizen, i.e., an individual of the age of sixty five years or more, you are entitled to claim a rebate of forty per cent of the tax payable on your total income, provided your gross total income does not exceed one hundred and twenty thousand rupees.
- If you are entitled to tax rebate u/s 88 or 88B please mention the (sic).
- If, after claiming the deductions and rebate, some tax is payable, please pay it before filing the return. Do not forget to attach a copy of the ch@n. The nearest income-tax office will be happy to supply you a challan and to guide you regarding the authorised banks which accept payment of income-tax.
- Please satisfy yourself that the return has been correctly filled in and then sign the verification before filing the return.
- The urban agglomerations of the 12 cities are as under

1. Urban agglomeration of Mumbai including the areas comprised in 'Greater Bombay' within the meaning of the Bombay Municipal Corporation Act (Act No. 3 of 1888);

2. Urban agglomeration of Delhi including the following

- (i) the State of Delhi;
- (ii) the area comprised in Gurgaon Municipal Committee within the meaning of the Punjab Government Gazette Part 1 No. 1405-14-61/5076 dated 4th March, 1966
- (iii) the areas comprised in Faridabad Complex of District Faridabad within the meaning of the Faridabad Complex (Regulation and Development) Act, 1975 (Haryana Act No. 10 of 1975);
- (iv) the areas comprised in Ghaziabad Municipality as notified under Utter Pradesh Municipal Act, 1916 (U.P. Act No. 11 of 1916);
- (v) the areas in the district of Ghaziabad (other than areas comprised in Ghaziabad Municipality) notified by the Government of Utter Pradesh, under Utter Pradesh (Regulations of Building Operation) Act, 1973 (U.P. Act No. 34 of 1958) and regulated by the Ghaziabad Development Authority as constituted under Utter Pradesh Planning and Development Act, 1973 (U.P. Act No. 30 of 1974);
- (vi) the areas notified by the Government of Utter Pradesh in Notification No. 2042-BHAU/18-11-123/AN/85 dated 11th July, 1989 under clause (d) of section 2 of the Utter Pradesh Industrial Area Development Act, 1976 (U.P. Act No. 6 of 1976) and regulated by New Okhla industrial Development Authority as constituted under section 3 of the said Act.

3. Urban agglomeration of Chennai including the areas comprised in "Madras Metropolitan Planning Area" within the meaning of the Tamil Nadu Town and Country Planning Act, 1971 (Act No. 35 of 1972);

4. Urban agglomeration of Calcutta including the area comprised in 'Calcutta Metropolitan Area within the meaning of the West Bengal Town and Country (Planning and Development) Act, 1979 (Act No. 13 of 1979);

5. Urban agglomeration Calcutta including of Bangalore including the areas comprised in the "Bangalore Metropolitan Region" within the meaning of the Bangalores Metropolitan Region Development Authority Act, 1985 (Karnataka Act No. 39 of 1985);

6. Urban agglomeration of Ahmedabad including the areas declared by State Government of Gujarat under section 21 of the Gujarat Town Planning and Urban Development Act, 1976 (Gujarat Act No. 27 of 1976) as "Ahmedabad Urban Development Area" and the areas comprised in the city of Ahmedabad constituted under section 3 of the Bombay Provincial Municipal Corporation Act, 1949 (Bombay Act No. LIX of 1949) applicable to the State of Gujarat;

7. Urban agglomeration of Kanpur including the areas comprised in the district of 'Kanpur Nagar' within the meaning of the Utter Pradesh Land Revenue Act, 1901 (Utter Pradesh Act No. III of 1901);

8. Urban agglomeration of Jaipur including the areas comprised in the 'Jaipur-n' within the meaning of the Jaipur Development Authority Act, 1962 (Act No. 25 of 1962); 1

9. Urban agglomeration of Ludhiana including the areas comprised in the municipal limits of Ludhiana;

10. Urban agglomeration of Hyderabad including the areas comprised in the 'Municipal Corporation of Hyderabad' within the meaning of Hyderabad Municipal Corporation Act, 1955 (Act No. II of 1956) and the areas comprised in 'Civil area of Secunderabad Cantonment within the meaning of the Cantonments Act, 1924 (2 of 1924);

11. Urban agglomeration of Pune including the areas comprised in the 'City of Pune' within the meaning of the Bombay Provincial Municipal Corporations Act, 1949 (Bom-LIX of 1949);

12. Urban agglomeration of Chandigarh including the areas comprised in the 'Union Territory of Chandigarh'.