

From

To

The Member-Secretary,
Chennai Metropolitan
Development Authority,
Thalamuthu-Natarajan Building,
No.1, Gandhi-Irwin Road,
Egmore, Chennai-600 008.

Letter No. AB2/ 128/2026

Dated:08.01.2026

Sir,

Sub: CMDA - Administration Bills (Main) Division -
Pensioners / Family Pensioners - Submission of Income
Tax Statement for the year 2025 - 2026 - Intimated -
Regarding.

...

The Income Tax Statement for the year 2025-2026 has to be submitted to CMDA Office so as to claim the Pension / Family Pension for the month of February 2026.

2. Hence, I am to request you to submit the Income Tax Statement for the year 2025-2026 on or before 10.02.2026.

3. The Income Tax statement for the year 2025-2026 to be submitted on or before 10.02.2026 and Life Certificate July 2026. The format available in CMDA web site and can be downloaded from the web site @ (www.cmdachennai.gov.in).

Yours faithfully,

[Signature]
PERSONNEL MANAGER

[Signature]
13/1/2026

**INCOME TAX CALCULATION STATEMENT FOR THE
FINANCIAL YEAR 2025-2026**

EMPLOYEE CODE NO :

NAME AND DESIGNATION :

DIVISION :

PAN NUMBER (MANDATORY) :

1 Total salary (Pay+GrP+PP+Spl. Pay+DA+CCA+Surrender leave salary, arrears and addl. Charge allowance if any drawn) : Rs. _____

2 House Rent Allowance : Rs. _____

3 Total Salary : Rs. _____

4 LESS: ALLOWANCE UNDER SEC.10 (13A)

Least of the following:

a) Actual rent paid : Rs. _____

b) Rent paid in excess of 10% of salary (Including DA) : Rs. _____

c) 50% of salary including DA : Rs. _____

d) HRA received : Rs. _____

5 Gross income from salary (Balance 3-4) : Rs. _____

6 DEDUCTIONS UNDER SECTION-16:

a) Tax on employment (PT Sec.16) : Rs. _____

b) Interest on borrowed capital invested in self occupied residential house Sec.24 (on accrual basis only) : Rs. _____

i) Maximum at Rs.30,000/- for the loan taken before 01.04.1999 (or) : Rs. _____

ii) Maximum at Rs.2,00,000/- for the loan taken after 01.04.1999 : Rs. _____

7 Deduction under Section 16(ia) standard deduction of Rs.50,000/- : Rs. _____

8 Income Chargeable under the head "Salaries" (5-6) : Rs. _____

9 ADD: Any other income reported by the employee : Rs. _____

a) Income from House property and income from other sources : Rs. _____

10 Gross Total Income (8+9) : Rs. _____

11 DEDUCTIONS UNDER CHAPTER VI-A

B/F

I a) G.P.F. (Only subscription)	: Rs.
b) CPS Employees Contribution	: Rs.
c) FSF + SPF	: Rs.
d) Refund of H.B.A.	: Rs.
e) Tution Fees paid to Educational Institution situated in India for full time education of any two children (University, College, School or other educational institution)	: Rs.
f) Public Provident Fund	: Rs.
g) L.I.C. / P.L.I. - Premium	: Rs.
h) N.S.C. VIII Issue	: Rs.
i) Jeevan Akshay / Jeevandhara	: Rs.
j) U.T.I. & L.I.C. Mutual Fund Investment	: Rs.
k) Infrastructure Bond	: Rs.
l) CTD for 10 years/15 years	: Rs.
m) Investment as a term deposit for a fixed period of not less than five years with a Schedule Bank	: Rs.
n) Contribution to any annuity plan of LIC or any other Insurer for receiving pension from the Fund for a sum not exceeding Rs.1,50,000/- under Section 80CCC (for existing policy holders)	: Rs.
TOTAL SUBJECT TO A LIMIT OF RS.1,50,000/- (a to n)	
II Deduction of premium upto Rs.25,000/- paid any mode other than cash Medical Insurance (for Senior Citizen Rs.50,000/-) Sec.80D	: Rs.
III Deduction of expediture for medical treatment of persons or dependents with disability (80DD) upto Rs.75000/- and Rs.1,25,000/- for severe disability.	
IV Deduction in respect of medical treatment (Sec.80DDB) for self or dependents for severe ailments certified by specialists upto Rs.40,000/-	: Rs.
V Deduction for repayment of interest on loan taken for higher education for self or spouse or children (Sec.80E)	: Rs.
VI Investment made under an equity savings scheme (80 CCG) (50% of amount invested in equity shares - Maximum limit Rs.25,000/- A scheme named Rajiv Gandhi Equity Savings Scheme notified for this purpose - Conditions: Gross income does not exceed Rs.12 lakhs, If deduction claimed in any year he/she shall not be entitled to any deduction for any subsequent year), this investment is locked in for 3 years from the date of acquisition.	: Rs.
VII Deduction in respect of donation to Prime Minister/Chief Minister's relief fund (80G) (Donation should not exceed 10% of assessable income)	
VIII Deduction in respect of donation for Cyclone to Chief Minister's relief fund (80G)	: Rs.
IX Deduction upto Rs.75,000/- / Rs.1,25,000/- for physically handicapped morethan 50% / 80% respectively(Sec.80U). (Copy of certificate to be enclosed)	: Rs.
TOTAL OF I TO VIII IN COLUMN 10	: Rs.
(Proof and evidence to be enclosed for the above deductions)	
TOTAL INCOME (10-11)	: Rs.
12 Total Income Chargeable to Tax(Rounded to nearest 10 Rupees)	: Rs.

13 **TAX ON TOTAL INCOME**

: Rs.

A NORMAL RATES OF TAX:

1. Where the total income does not exceed Rs.2,50,000/- : NIL
2. Where the total income exceeds Rs.2,50,001/- but does not exceed Rs.5,00,000/- : 5 per cent of the amount by which the total income exceeds Rs.2,50,000/- : Rs.
3. Where the total income exceeds Rs.5,00,001/- but does not exceed Rs.10,00,000/- : Rs.12,500/- plus 20 per cent of the amount by which the total income exceeds Rs.5,00,000/- : Rs.
4. Where the total income exceeds Rs.10,00,000/- : Rs.1,12,500/- plus 30 per cent of the amount by which the total income exceeds Rs.10,00,000/- : Rs.

Less REBATE OF RS.12500/- OF THE TAX PAYABLE FOR INDIVIDUALS HAVING TOTAL INCOME UPTO RS.5,00,000/- (SECTION 87A) : Rs.

TOTAL TAX : Rs. _____

B RATES OF TAX FOR INDIVIDUAL RESIDENT IN INDIA WHO IS OF THE AGE OF SIXTY YEARS OR MORE BUT LESS THAN EIGHTY YEARS AT ANY TIME DURING THE FINANCIAL YEAR

1. Where the total income does not exceed Rs.3,00,000/- : NIL
2. Where the total income exceeds Rs.3,00,001/- but does not exceed Rs.5,00,000/- : 5 per cent of the amount by which the total income exceeds Rs.3,00,000/- : Rs.
3. Where the total income exceeds Rs.5,00,001/- but does not exceed Rs.10,00,000/- : Rs.10,000/- plus 20 per cent of the amount by which the total income exceeds Rs.5,00,000/- : Rs.
4. Where the total income exceeds Rs.10,00,000/- : Rs.1,10,000/- plus 30 percent of the amount by which the total income exceeds Rs.10,00,000/- : Rs.

Less REBATE OF RS.12500/- OF THE TAX PAYABLE FOR INDIVIDUALS HAVING TOTAL INCOME UPTO RS.5,00,000/- (SECTION 87A) : Rs.

TOTAL TAX : Rs. _____

C RATES OF TAX FOR INDIVIDUAL RESIDENT IN INDIA WHO IS OF THE AGE OF 80 YEARS OR MORE AT ANY TIME DURING THE FINANCIAL YEAR

1. Where the total income does not exceed Rs.5,00,000/- : NIL
2. Where the total income exceeds Rs.5,00,000/- but does not exceed Rs.10,00,000/- : 20 per cent of the amount by which the total income exceeds Rs.5,00,000/-
3. Where the total income exceeds Rs.10,00,000/- : Rs.1,00,000/- plus 30 per cent of the amount by which the total income exceeds Rs.10,00,000/-

TOTAL TAX :Rs. _____

.4.

B/F

14 ADD: Health & Education Cess at 4% on Income Tax

: Rs.

15 Total tax payable

: Rs.

16 Tax paid upto January 2026

: Rs.

17 Balance tax to be deducted in February 2026

: Rs.

CERTIFICATE

1 Certified that all the income derived and chargeable under the head salaries during 2025-2026 has been included in the statement

2 Certified that I am occupying rental house and paying monthly rent of Rs.
(Rent receipt enclosed)

3 Certified that I am paying a sum of Rs. _____ Towards LIC & PLI premium and the policies are kept alive

4 Certified that I reside in my house.

5 Certified that a sum of Rs. _____ is being paid by me towards CTD and
the cumulative time is for 10/15 years

(Certificate which are not required should be scored off)

SIGNATURE _____ :

NAME :

DESIGNATION :

PARTICULARS OF PLI / L.I.C. PREMIUM

Policy No.	Name of the Company	Nature of Policy	Amount insured Rs. P.	Amount of premium per annum Rs. P.
1	2	3	4	5

PATRICULARS OF N.S.C.

Post Office	Issue No. and Date	N.S.C.	Amount Rs. P.

**PARTICULARS OF DEPOSITS TOWARDS N.S.C./JEEVAN AKSHAY/
JEEVAN THARA DURING THE FINANCIAL YEAR 2025-2026**

Nature of Deposit	Account No.	Date of Deposit	Place of Deposit	Amount Rs. P.

IMPORTANT NOTE

- 10% of basic salary (i.e. Pay + Gr. Pay + DA) alone has to be computed for the purpose of arriving at the calculation for exemption under HRA
- Employees who are claiming HRA exemption of more than Rs.2,000/- have to produce rent receipt. The actual rent paid is subject to verification
- The Income Tax statement should be submitted to the Administrative Officer on or before 6th February 2026

PAY DRAWN PARTICULARS FOR THE YEAR 2025-2026

NAME :		DESIGNATION:														
MONTH		EARNINGS					DEDUCTIONS									
		PAY + GP + SPL. PAY	DA	HRA	CCA	Med. Reimb/ Allow	Cash Allow	TOTAL	GPF/CPF	FSF	SPF	NHIS	LIC	CYCLONE CM RELIEF FUND	P.T.	IT
MARCH	2025															
APRIL	2025															
MAY	2025															
JUNE	2025															
JULY	2025															
AUGUST	2025															
SEPTEMBER	2025															
OCTOBER	2025															
NOVEMBER	2025															
DECEMBER	2025															
JANUARY	2026															
FEBRUARY	2026															
FIX.ARREARS																
EL.SURRENDER																
DA - ARR-I																
DA - ARR-II																
BONUS / ADHOC BONUS																
OTHERS																
TOTAL																

SIGNATURE
NAME
DESIGNATION

INCOME TAX CALCULATION STATEMENT FOR THE YEAR 2025-2026		
New Tax Regime		
NAME AND DESIGNATION :		EMP. CODE No.
DIVISION :		
PAN NUMBER :		
		Amount Rs.
1	GROSS SALARY INCOME (including all allowances) :	
2	LESS : (a) Standard Deduction u/s 16 (ia) Rs. 75,000/-	75000
	(b) Conveyance Allowance u/s 10 (14)	
3	ADD : (a) Income from House Property	
	(b) Income from Savings Bank Interest	
	(c) Any other Income (FD Interest, Agricultural Income, etc)	
4	NET TAXABLE INCOME (Rounded off to nearest ten Rupees) u/s 288A	
5	TAX ON TOTAL INCOME :	
	a) (i) Upto Rs.4,00,000 Nil Tax on ₹	
	(ii) Rs. 4,00,001 to Rs.8,00,000 5% on ₹	
	(iii) Rs. 8,00,001 to Rs.12,00,000 10% on ₹	
	(iv) Rs.12,00,001 to Rs.16,00,000 15% on ₹	
	(v) Rs.16,00,001 to Rs.20,00,000 20% on ₹	
	(vi) Rs.20,00,001 to Rs.24,00,000 25% on ₹	
	(vii) Exceeding Rs.24,00,000 30% on ₹	
	b) TOTAL TAX	
	LESS : Tax Rebate u/s 87 A	
	LESS : Marginal Relief	
	c) INCOME TAX PAYABLE	
	ADD : Surcharge on I.T.: @ 0% on ₹	
	ADD : Health & Education Cess @ 4% on ₹	
	d) TOTAL TAX PAYABLE	
	e) LESS : TAX RELIEF u/s 89	
	f) U/S.87A Tax Rebate (below 12 - Max 60,000/-) (Marginal Relief-upto 12,70,580/-	
	g) TAX PAYABLE	
6	h)Tax paid upto January 2026	
7	i) Balance Tax to be deducted in February 2026	
Certified that all the income derived and chargeable under the head salaries during 2025-2026 has been included in the statement.		
	SIGNATURE:	
	NAME:	
	DESIGNATION:	