

QUARTERLY CERTIFICATE FOR AAVAILING INCOME TAX EXEMPTION



FOR THE QUARTER: APR-JUNE / JULY-SEPT / OCT-DEC / JAN-MAR 20.....

Name _____ Employee No. _____ Designation/Division _____

(A) Vehicle Maintenance Allowance

This is to certify that I have maintained a Car (having cubic capacity _____ liters)/Scooter/M.cycle bearing No. _____, which is registered in my name and is owned by me, in proper running condition and have utilized the same in the performance of official duties. Expenditure wholly, exclusively and necessarily incurred on the maintenance and running of the aforesaid vehicle in connection with official duties was not less than Rs. _____ for the months of _____.

Date _____

Signature _____

(B) Newspaper/Professional updation Allowance

This is to certify that I have incurred more than Rs. _____ towards purchase of Business Newspaper/Business Magazines during the months of _____.

The Cash Memos/Bills for the above are in my custody and I shall submit the same as and when required by Income Tax Authorities. I shall be liable to pay Income Tax on the amount not supported by evidence.

Date _____

Signature _____

(C) Business Dress/Uniform Allowance

I have spent an amount of Rs. _____ towards purchase of business dress /uniform/shoes as specified as per details given below:

S.No.	Bill No.	Date	Amount
1.			
2.			
3.			
4.			

Total _____

Original bills/receipts are enclosed.

Date _____

Signature _____

(D) Business dress/Uniform Maintenance Allowance

This is to certify that I have incurred more than Rs. _____ towards maintenance of Uniform/Business Dress worn by me during the months of _____.

The Cash Memos/Bills for the above are in my custody and I shall submit the same as and when required by Income Tax Authorities. I shall be liable to pay Income Tax on the amount not supported by evidence.

Date _____

Signature _____