

Sub:Deduction of Income Tax for the financial Year 2022-23 (Assessment Year 202324)

It is enjoined upon Officer-in-Charge of all the section in Main Office and all the Sub Offices to furnish the details in r/o officers/staff' of their respective section /office by $14^{\text {th }}$ March in enclosed format as annexure " $A$ " \& " $B$ " for deduction of advance Income Tax monthly for the financial year 2022-23.
2. It is expected to forward the details in enclosed format office/main office section wise. Forwarding of individual application and details in other format may be avoided. Before forwarding the details please ensure that information given by the individual are correct.
3. If the documentary proofs are not available with the individual, the same may be forwarded on later stage but before Feb 2023.
4. An advance copy may also be sent in soft copy (scanned copy of the sheet after obtaining signature of the individual) to the email id of AN Pay : cdaanthree.dad@hub.nic.in .
5. It is also intimated that, if the information is not received by $15^{\text {th }}$ March 2022, Income Tax will be deducted in 12 equal instalment of the total tax liability of the last year i.e. 2021-22 considering saving as per previous year.
6. It may be ensured that the content of the circular has been disseminated to all for compliance please.

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& \text { Achi Cush Cerme } \\
& \text { Sr. Accounts Officer (AN) }
\end{aligned}
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## Annexure-A

Deduction of Income Tax for the financial year 2022-23 w.e.f March 2022 वित्तीय वर्ष 2022-23 के लिए मार्च 2022 से प्रति माह आकार कटौती का विवरण

Name of the office-

| S.No. | Name | Grade and <br> Account no. | Income Tax <br> to <br> deducted per <br> month | Option <br> (Old Tax <br> regime or <br> New $)$ | Signature <br> of the <br> individual |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |

Officer-in-Charge

Annexure-B
Income Tax calculatin sheet (For Tax option :Old with exemptions)

| 1 | NAME |  |
| :---: | :---: | :---: |
| 2 | DESIGNATION |  |
| 3 | A/C NO. |  |
| 4 | PAN NUMBER |  |
| 5 | OFFICE WHERE SERVING |  |
| I | Anticipated Salary from 03/2022 to 02/2023 |  |
| III | Income other than salary |  |
| 6 | Total gross salary/Income |  |
| I | Standard deduction | 50000 |
| II | Interest on Housing Loan/HBA etc.(Sec-24): Max limit 200000/- |  |
| III | Rebate on HRA under Sec-10 i.e. Rent paid during the year |  |
| IV | CEA Exemption Sec 10(14) |  |
| V | Premium on Medical Insurance for self and family / CGHS recovery (Sec 80D) |  |
| VI | Any Donation for charitable purpose (Sec 80G) |  |
| VII | Relief Under Section 89(1)/Form 10E |  |
| 7 | Total sub Col. I to VII |  |
|  | Deduction Under Sec 80C |  |
| I | CGEIS Recovery from Pay Bill |  |
| II | LIC/PLI Premia Payment (80 C) |  |
| III | General Provident Fund (GPF) |  |
| IV | Contribution to Provident Fund (80 C) |  |
| V | Any sum paid or deposited in the name of any girl child of the assessee or for a child to whom the assessee is a guardian, into any such security of the Central Government or deposit scheme notified by the Governemnt./Sukanya Samridhi Yojana (80C) |  |
| VI | Tution fees paid limited to two children: (Under Sec 80C) |  |
| VII | Subscription to units of any Mutual Fund(ELSS) (80C) |  |
| VIII | Any instalment or part-payment of the amount borrowed for construction/purchase of residential property from Government/Bank/LIC/Co-operative Bank/Housing Board/Development Authority etc.(80C) |  |
| IX | Employee Contribution to NPS, limited to 10\% of Salary |  |
| 8 | Total sub Col.I to IX (Subject to max Rs. 150000/-) |  |


| 9 | Contribution to New Pension Scheme other than deducted through <br> salary(80CCD(1B)) |  |
| :---: | :--- | :--- |
| 10 | Governemnt Contribution to the New Pension Scheme, limitid to <br> $14 \%$ of Salary(Sec. CCD2) |  |
| 11 | Taxable Income |  |
| Income tax |  |  |
| 12 | On Income upto Rs. 250000/- |  |
| 13 | On Income from Rs. 250001/- to Rs. $500000 /-@ 5 \%$ |  |
| 14 | On Income from Rs. 500001/- to Rs. $1000000 /-@$ @ $20 \%$ |  |
| 15 | On Income exceeding Rs. $1000001 /-30 \%$ |  |
| 16 | Income tax payable |  |
| 17 | Education Cess(4\%) |  |
| 18 | Total Income tax \& Cess payable |  |
| 19 | Income Tax is to be recovered per month w.e.f. 03/2022 |  |

## Under Taking

I, $\qquad$ Son/Daughter of $\qquad$ do hereby certify that the information given above is complete and correct.

Signature
Name

