



भारत सरकार
रक्षा मंत्रालय
रक्षा लेखा नियंत्रक, गुवाहाटी
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI



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CIRCULAR NO. 76
THROUGH OFFICIAL WEBSITE

Subject: Submission of Income Tax Savings Documents for the Financial Year 2021-2022 : DAD

For the purpose of assessment and regularization of Income Tax for the **Financial Year 2021-22 (Assessment Year 2022-23)** all the officers and staff are requested to submit the following documents :-

(i) Proof of savings/documents viz. insurance premium receipt, NSC, Infrastructure Bond, PPF Bank Statement, Housing Loan Certificate from bank, rent receipt, Copy of House Owner's Pan Card etc should be produced as per Annexure I and II. (Enclosed)

(ii) **Any Officers and Staff claiming exemption of Income Tax under IT Act 1961 under section 197 who have not forwarded the Exemption Certificate for FY 2021-22 from Income Tax Department are advised to do so at the earliest; failing which Total Tax Payable will be deducted at source and Tax refund if any should be claimed only from IT Department.** In this connection it is also stated that exemption allowed will be limited to the **amount of salary and period of exemption** mentioned in the Income Tax Exemption Certificate as received from Income Tax Department. Any amount exceeding the amount mentioned in the Certificate and any salary drawn prior or after the period mentioned will be liable for tax deduction. Moreover, the said certificate must pertain to **TAN of CDA Guwahati, i.e. SHLC00100C.**

(iii) Those employees who had produced "**Self Declaration**" earlier, should also submit Proof of savings/documents along with Annexure I and Annexure II failing which the "**Self Declaration**" submitted earlier shall be considered null and void and Tax Deduction at source shall be done accordingly.

It is therefore requested to submit the above documents (whichever applicable) duly completed in all respect on or before **15/12/2021** to enable the DDO to regulate the Income Tax deduction at source during the current financial year. In absence of receipt of the aforementioned documents from the official, the Income Tax will be deducted based on the available information at this end and any refund, if admissible may be claimed only from the Income Tax department.

—sd—

Shri N.K.Biswas
(GO Admin)

No. AN/III/019/OIT/2021-22/Vol-XII

Dated: 02 /11/2021

Distribution

EDP centre:

For uploading of the same on CDA Guwahati Website please.

D K KALITA, AO
(AN-III)

Annexure I

PROFORMA/SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2021-2022 AY 2022-2023)

EMPLOYEE NAME: _____ DESGN: _____

EMPLOYEE ACCOUNT NO: _____ PAN NO. _____

OFFICE: _____

PREFERRED TAX MODULE: OLD MODULE/NEW TAX MODULE (Strike out whichever is not applicable)

EXEMPTIONS CLAIMED FOR OLD TAX MODULE

| Sl No. | Type Of Savings | Section | Policy No/Folio No/Bank A/C No/ Reference No. | Amount For The Full Year | Whether Proof Submitted (Yes / No) |
|--------|--------------------------------|---------|---|--------------------------|------------------------------------|
| 1 | INTEREST ON HOME LOAN | 24(b) | | | |
| 2 | PRINCIPAL OF HOME LOAN | 80C | | | |
| 3 | PUBLIC PROVIDENT FUND* | 80 C | | | |
| 4 | NSC | 80 C * | | | |
| 5 | BOND | 80 C | | | |
| 6 | MEDICAL PREMIUM | 80 D | | | |
| 7 | LIC/PLI | 80 C | | | |
| 8 | LIC/PLI | 80 C | | | |
| 9 | LIC/PLI | 80 C | | | |
| 10 | LIC/PLI | 80 C | | | |
| 11 | ELSS | 80 C | | | |
| 12 | BANK DEPOSIT UNDER TAX SAVINGS | 80 C | | | |
| 13 | SUKANYA SAMRIDDHI | 80 C | | | |
| 14 | DONATIONS* | 80 G | | | |
| 15 | RENT PAID | 10(13a) | | | |
| 16 | OTHERS | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

I hereby declare the information stated above is true and correct and will inform immediately of any change in the above fact.

*Please note that mandatory contributions made towards **GPF, NPS** through Paybill are already accounted for in TULIP SYSTEM.

Place:

Date:

Signature

HOUSE RENT RECEIPT (SAMPLE)
Relief (Under Section 10 (13A) of Income Tax Act)

Received a sum of Rs. _____ (Rupees in words _____)

_____) towards rent for the year 2021-22 from

Mr/ Mrs _____ @ Rs. _____ per month

From _____ to _____ residing at the address _____

Stamp

DATE:

SIGNATURE OF HOUSE OWNER

NAME _____

ADDRESS _____

PAN NO _____

(IF APPLICABLE)