



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



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No. AN/III/019/OIT/2023-24/Vol-XII

Dated: 07 /03/2023

CIRCULAR NO. 27

To
The Officer-in-Charge,
(All section of M.O & All sub-office)

Subject: Assessing and regularization of Income Tax for the F.Y- 2023-2024: DAD

For the purpose of assessment and regularization of Income Tax for the **Financial Year 2023-2024 (Assessment Year 2024-2025)** all the officers and staffs are requested to submit a "self Declaration" stating the module of Tax deduction chosen ('existing tax regime' or ' new tax regime').

- I. Where the official chooses tax deduction as per OLD module, the self declaration must reflect a summary of all the 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 produce as per Annexure I and II (enclosed).
- II. **Any Officers and staffs claiming exemption of Income Tax under IT Act 1961 under section 197 who have not forwarded the Exemption Certificate for Fy. 2023-24 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 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.**

The above mentioned documents must reach this office on Email of this section (anpaycdaguwahati.dad@hub.nic.in) on or before 16 March 2023, so that

this office can able to commence deduction of Income Tax for the F.Y 2023-24 as per liability on an average basis from the salary of March 2023.

In case the declaration is not received by the stipulated time; or the choice of module is not duly mentioned in the declaration, the individual shall be deemed to have opted for the deduction of Income Tax as per the existing module.



(R .N Sarkar)

Dy. Controller (Admin)

Copy to:
EDP section, Local:
CDA

For uploading of the same on
Guwahati Website please.



Sr. Accounts Officer-(AN-III)

Annexure-I

PROFORMA/SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2023-2024 AY 2024-2025)

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	80C			
4	NSC	80C			
5	BOND	80C			
6	MEDICAL PREMIUM	80C			
7	LIC/PLI	80C			
8	LIC/PLI	80C			
9	LIC/PLI	80C			
10	LIC/PLI	80C			
11	ELSS	80C			
12	BANK DEPOSIT UNDER TAX SAVINGS	80C			
13	SUKANYA SAMRIDDI	80C			
14	DONATION	80G			
15	RENT PAID	10 (13A)			
16	OTHERS				

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 contribution made towards GPF, NPS through pay bill are hereby 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
Financial year 2023-24 from Mr./Mrs
_____ @ Rs. _____ per month
from _____ to _____ residing at the address
_____.

Date:



Signature of House Owner

NAME: _____

ADDRESS _____

PAN NO. _____

(IF APPLICABLE)