



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



Tel. 0361-2640394/2641142

Udayan Vihar, Narangi, Guwahati- 781171

Mail: cda-guw@nic.in

Fax. 0361-2640204/2640810/2641143

CIRCULAR NO. 105
THROUGH OFFICIAL WEBSITE

Subject: Submission of Income Tax Savings Documents for the Financial Year
2022-2023: DAD

For the purpose of assessment and regularization of Income Tax for the **Financial Year 2022-2023 (Assessment Year 2023-2024)** all the officers and staffs 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 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. 2022-23 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.**
- 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 such a way that should reached at this office on or before **31.10.2022** 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/2022-23/Vol-XII
Dated: 29/09/2022

Distribution
EDP centre:

For uploading of the same on CDA
Guwahati Website please.


Smt. Ruby Bose
(Accounts Officer- AN-III)

Annexure-I

PROFORMA/SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2022-2023 AY 2023-2024)

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 SAMRIDDHI	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 2022-23 from Mr./Mrs
_____ @ Rs. _____ per month
from _____ to _____ residing at the address
_____.

Date:



Signature of House Owner

NAME: _____

ADDRESS _____

PAN NO. _____

(IF APPLICABLE)