Sub : Income Tax Deduction from salaries during the financial year 2021-22 (Assessment Year 2022-23) – information regarding,

1.) All Officers/Staff of the Council are requested to furnish the details of saving, other than those available with Accounts Branch in the enclosed Performa in order to regulate Income Tax properly. It may be pertinent to mention here that all supporting documents shall be self-attested pertaining to the accounting year 2021-22. Those seeking rebates under income from House Property or due to int. paid on Education Loan, or handicap rebate, shall have to submit self-attested photo copies on or before 20.10.2021. A copy of Pan Card may also be provided duly self-attested.

2.) Salary Section will assess Income Tax liability on the basis of records available in pay bill registers and the documents submitted by the concerned employees as on or before 20.10.2021. It may kindly be noted that responsibility of excess deduction of T.D.S due to non-availability of documents shall rest with the concerned employee and not with the Salary Section. Therefore all employees are requested to submit their papers self-attested before the closing date Viz., 20.10.2021 to the Salary Section.

Kindly acknowledge the receipt of this communication.

SUPRAVASHA SINGH
Accounts Officer
(Salary Section)

Enc:
Copy To :-
1) P.S to Director
2) P.S to Jt. Director.
3) P.S to Secretary.
4) P.S to J.D (CIET)
5) All Heads of Departments.
6) P.A to C.A.O
7) All notice boards.
8) Head DICT, CIET : Kindly Upload Circular and Performa On NCERT Website