

अखिल भारतीय वाक श्रवण संस्थान , मैसूर - 06  
ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU - 06

लेखा अनुभाग/ACCOUNTS SECTION

AIISH/Accts/CAO/2020-21/32

दिनांक: 31<sup>st</sup> March 2021

**परिपत्र / CIRCULAR**

**विषय/Sub:** Deduction of Income tax at source for the Financial Year 2021-22  
(Assessment year 2022-23) - Reg.

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In accordance with provisions of the Income Tax Act, 1961, the employer responsible for paying any income tax chargeable under the head – “Salaries” shall deduct income tax on the estimated income exceeding the exemption limit for the Financial Year 2021-22 and credit to the Central Government in the prescribed manner (Rule 30 of the Income Tax Rules, 1962).

The staff members who are opted for the existing scheme and desirous of claiming exemption/ deduction from the income for computation of Income Tax as permissible under the rules may do so by furnishing the details of expected investments/savings during the Financial year 2021-22 other than salary recovery along with proof of savings/ investments made (if available) in the enclosed format to the **Accounts Section latest by 30.04.2021, positively**. If there are incomes other than salary, the same may also be furnished in the enclosed format for consideration.

**If no information is received on or before 30.04.2021**, the income tax will be calculated and deducted as per the information available on the payroll.

Further, proof of savings/investments as declared above, for the financial year 2021-22, to be produced latest by 10.12.2021.

M. P. Pawar  
निदेशक/Director

**Copy to:**

1. All HOD's /Section - to bring to the notice of their respective staff.
2. Notice Boards
3. O/c

**Option form for TDS**

Date\_\_\_\_\_.

To  
Payroll,  
AIISH.

Sir,

Sub: Option for deduction of TDS – Reg.

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I am\_\_\_\_\_working in \_\_\_\_\_ Department/  
Section, \_\_\_\_\_(Employee ID) and \_\_\_\_\_ PAN would  
like to opt for:

Existing system

New system

I request you to deduct applicable income tax accordingly.

Thanking you

Signature

Name:

**Employee's Income Tax Declaration Form for the Financial Year 2021-22**

<b>Name:</b>		<b>PAN No:</b>	
<b>Designation:</b>		<b>Gender:</b>	
<b>Department:</b>		<b>DOB :</b>	
<b>DOJ:</b>		<b>Contact No.</b>	
<b>Email</b>			
<b>Sl. No.</b>	<b><u>DESCRIPTION</u></b>	<b><u>Rs.</u></b>	<b><u>Proof Document Required</u></b>
<b>A</b>	<b><u>Particulars of Income from sources other than salary from AISH (optional)</u></b>		
1	Interest (Please mention saving bank account interest separately)		Certificate
2	Other Incomes (specify)		Appropriate Certificate
	<b><u>Total Earnings</u></b>		
<b>B</b>	<b>Income from House Property</b>		
	Annual Value of House Property (As Per Income Tax Act)		Documentary Proof
	<b>Less:</b>		
	(I) Standard Deduction as per Section 24(1)		
	(II) Interest on Housing Loan - as per Section 24(2) (for Tax Exemption - Property acquired /constructed before 01-04-1999 - Maximum Rs.30,000 eligible & Self Occupied/Let out/Deemed to be let out Property acquired /constructed after 01-04-1999 - Maximum Rs.200,000 eligible)		
	a. Amount of Interest for the F.Y. 2021-22		Bank Certificate
	b. Amount of Interest for Pre-Construction Period (as per Income Tax Rule)		Certificate
	<b>Total Income from House Property</b>		
<b>C</b>	<b>HRA: RENT PAID PER MONTH</b> ( Please mention the starting and ending month)	<b>Rent (p.m.)</b>	
	Period:		Original Rent Receipt or Rent Agreement. Receipt should contain Name, Address & (PAN of Landlord if Rent exceeds 1,00,000/-p.a.)
	<b>Total Rent Paid (per annum)</b>		

Date:

Name with Signature of Employee

<b>D</b>	<b><u>INVESTMENTS U/S 80C, 80CCC &amp; 80CCD (1) capped at Rs 1.50 Lakh</u></b>		
1	Provident Fund (PF)		No proof of document required
2	Employees Contribution under NPS 80CCD(1)		No proof of document required
3	Employees Contribution under NPS 80CCD(1B) (Max Rs.50000.00 In Addition to u/s 80C, 80CCC & 80CCD (1))		Proof of document required
4	Public Provident Fund		Receipts / Statement
5	Contribution to Certain Pension Funds		Certificate
6	Housing Loan Repayment Principal (payable in F.Y. 2021-22)		As per Provisional Bank Certificate
7	Insurance Premium (excluding GIS contribution)		Receipts / Statement, No Proof submission required for GIS
8	Allowable Term Deposit with Schedule Bank		Certificate
9	National Saving Scheme / Certificate		Certificate
10	Mutual Fund (eligible fund under this section)		Certificate / Acknowledgement
11	Children Education Expenses / Tuition Fees		Certificate / Copy of fees paid.
12	Others, (Please specify if any)		Certificate / Receipts
<b>Total Investments U/S 80C, 80CCC &amp; 80CCD (1) - limited to Rs 1,50,000/- + U/S 80 CCD (1B) maximum Rs.50,000/-</b>			
<b>E</b>	<b><u>OTHER PERMITTED DEDUCTIONS</u></b>		
1	80D - Medical Insurance Premium (Rs. 30,000 for super senior citizen and Rs 25,000 for other than super senior citizen (Maximum deduction Rs.50,000).		Receipt / Statement
2	80DD - Deduction in respect of maintainance including medical treatment of a handicapped dependent who is a person with disability. (Rs.75000.00 for person with disability i.e. not less than 40 percent and Rs.125000.00 for person with severe disability i.e. 80 percent or above.		Receipt / Statement/Proof of expenditure and necessary certificate from medical authority.
3	80DDB - Expenditure on Medical Treatment for specified disease		certificate / prescription from medical specialist + expense vouchers
4	80E - Repayment of Interest against loan taken for higher Education.		Bank Certificate and proof of payment,copy of sanction letter.
5	80EE - Deduction (up to Rs. 50,000) in respect of interest on loan taken for residential house property, subject to certain conditions satisfied.		Copy of sanction letter + Bank certificate+ Declaration regarding the only house on which such deduction is claimed.
6	80G - Deduction in respect of donations to certain funds, charitable institutions etc.		Receipts/ Proof of payment.
7	80GG -Rent Paid but not in Receipt of HRA (Declaration in Form No. 10 BA required)		Form No.10BA + Receipts
8	80U-Permanent Physical Disability (Normal Rs. 75000/- and Severe Rs.1,25,000/-)		Certificate from a medical authority.
9	Others - (Please specify if any)		Related documents
<b>Total Deductions</b>			
<b>F</b>	<b>PREVIOUS EMPLOYMENT SALARY</b>	<b>Salary Paid</b>	<b>TDS (in Rs.)</b>
	If Yes, Form 16 from previous employer or Form 12 B attached		Form 12 B from previous employer
I, do hereby declare that the proof of fresh investments will be submitted by 10.12.2021 Further, incase of any change in above declaration, I would revise it and inform the insitute immediately. I shall indemnify the institute for all cost and consequences if any information is found to be incorrect.			