



F.No.:AIIMS/MG/Admin/F&A/14/2021-22/

Date: 24.09.2021

INTER OFFICE CIRCULAR

Subject: Deduction of Income Tax at Source for the FY 2021-22

Attention is drawn to Section 115BAC, Income Tax Act, 1961, under which tax payer has option for choosing from two types of Income Tax Deduction, viz., the rate/calculation upto F.Y.31.03.2021 and w.e.f.01.04.2021.

All the Teaching and Non-teaching Staff are hereby requested to exercise their option quoting 'Old/New' so as to enable this office to mark against their option in IT Module. The Option once exercised will be final upto the end of the F.Y.31.03.2022.

1. The Old Regime will continue to take into account all exemptions as applicable upto F.Y.2020-21.
2. The New Regime which does not take into account any type of exemptions and IT will be calculated on Gross Salary.

All the Teaching and Non-teaching Staff are also requested to submit their Income Tax Saving/Investment Documents (like Rent receipts, LIC Premium receipts, PPF receipts, Provisional Payment Certificate for Home Loan, Tuition Fee receipts etc.) duly self attested with details such as Name/ Employee No. by 15.10.2021 positively, to enable this office to arrive at the tax liability correctly and effect recovery of Income Tax, accordingly.

It may please be noted that in the event of non-receipt proof of savings/investment, if any, by the above date, this office will be constrained to calculate Income Tax with reference to the details available in the Pay Bills and recovery of Income Tax will be carried out accordingly. Further, those who have not submitted savings proof, liable total tax will be recovered in Five/Six equal parts from 01.10.2021 onwards and refunds if any, may be claimed from Income Tax Department.

The contents of this circular may please be brought to the notice of all the officers and staff working in your office, including those on leave.

Please feel free to contact us (Cashier/DDO) for any further query.

The format of Savings/Investment particulars to be submitted is enclosed herewith for reference, if any.

This is issued with the approval of Competent Authority.

डी. गोविंद राव

(डी. गोविंदा राव/ D.Govinda Rao)

वित्तीय सलाहकार/ Financial Advisor

डी. गोविन्द राव

D. Govinda Rao

वित्तीय सलाहकार/Financial Advisor

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All India Institute of Medical Sciences, Mangalagiri (A.P.)

(A Central Autonomous Institute under
Ministry of Health & Family Welfare, Government of India)

Mangalagiri-522 503.

Enclosure: a.a.

To,

- i) All the HoD's/HoC's.
- ii) IT Cell – for uploading in the Institute website.

Copy for information to:

- i) PA to Director, AIIMS Mangalagiri,
- ii) DEAN/MS/DD(A)/AO's/DDO,
- iii) Guardfile.

