



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016

National Institute of Educational Planning and Administration

(Deemed-to-be-University)

17-B, Shri Aurobindo Maarg, New Delhi-110016

CIRCULAR

Subject: Computation of Income Tax for the Financial Year 2022-23

1. According to the Income Tax guidelines, Income Tax is deductible annually for each financial year commencing from 1st of April and ending on the 31st March. The Institute has responsibility to deduct Income Tax from the salary of employees monthly on proportionate basis and deposit in Govt. A/c before the due date as prescribed by the Income Tax Department and to file Income Tax return quarterly and annually as well. The aggregate tax calculated on the estimated income will be deducted proportionately in remaining months. As such, it is required to assess the Income Tax liability of all employees from the beginning of the financial year.

2. Therefore, all employees of the Institute are requested to declare their proposal of investments/savings for financial year 2022-23 and fill the **Google Form by 15th August 2022**. The link of the Google Form is mentioned below and has been sent to the individual emails of all employees of the Institute. In case of non-receipt of requisite information, it will be presumed that there are no savings under various sections to be made and Income Tax shall be deducted proportionately on monthly basis within applicable slabs after taking into consideration the savings.

3. Regarding, the deductions/rebate of interest of House Building Loan the employee shall be required to submit statement/certificate from the Bank in December 2022 & finally in the 1st week of January 2023 in respect of Principal/Interest Payable/ finally paid during Financial Year 2022-2023. The rebate on account of HRA shall only be considered after furnishing the copy of Rent Agreement with declaration form and PAN Card of the landlord/ monthly rent receipts/ proof of payment for the purpose of income tax through Google Form and shall have to be submitted on or before 31st December 2022.

4. Failure/ delay in updation of duly self-attested documents by the employee by the prescribed date may lead to deduction of Income Tax from the balance salary. For incorrect/false information the penalty/interest levied by the Income Tax Department may be imposed on the employee concerned. The link/ QR Code of the Google Form is given below and has been sent to the email ID of all Staff members.

(Nishant Sinha)
Finance Officer

Copy to:-

1. PS to Hon'ble Vice Chancellor - for information.
2. PA to the Registrar - for information.
3. All staff / pensioners through email.
4. Mr. Chandra Kumar MJ, Systems Analyst – with request to upload the Circular on Institute's website.
5. Master file.



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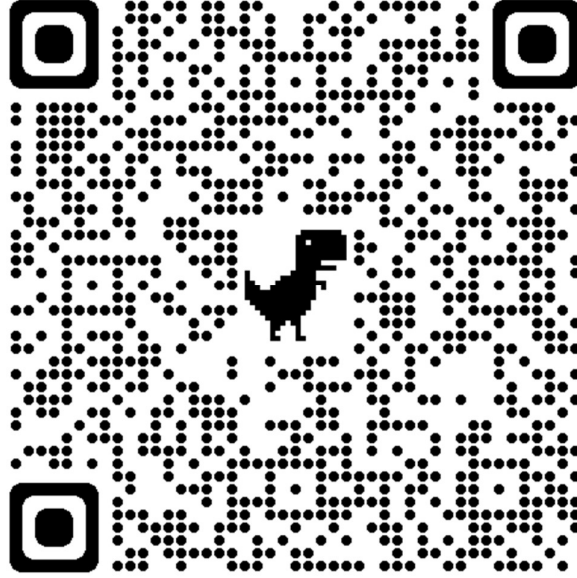
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LINK

https://docs.google.com/forms/d/e/1FAIpQLSerYH2rw-CE3x5QdDjGGHlthnvWeefAJQPWuO_qlo1b4cehAQ/viewform