

No.G-28011/7/2021-Cash
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi
Dated: 07.10.2024

CIRCULAR


Subject: Computation of Income Tax for the financial year 2024-2025 corresponding to the Assessment year 2025-2026.

The tentative income and Income Tax (IT) payable for the financial year **2024-2025** is to be calculated in respect of all Gazetted and Non-Gazetted officials of this Department.

In this connection, a pro-forma inviting details of other income to be added to Salary income and savings etc., is attached herewith. This pro-forma is the penultimate document for calculation of IT and monthly instalment of IT to be deducted for the period from October, 2024 to February, 2025. It is requested that data/information, if any, may be filled in the relevant columns of the Performa and return it to Cash Section positively by 30.10.2024. In case no information is received by the 30.10.2024, it will be presumed that the officer has no other additional income/additional savings to intimate except those savings being deducted through regular pay bills. Cash Section will calculate the income tax based on the available information. Any change in savings etc. will not be entertained after 31.12.2024.

It is also informed that the recovery of assessed income tax will be made in equal instalments from the salary for the month of October, 2024 to February, 2025.

Officers and staff are requested to ensure that the attested copies of documents in support of savings in CPF, NSC, LIC, TAX SAVING BONDS etc., and papers related to House Building Loans from Banks and Rent Receipts etc, be made available to Under Secretary (Cash) by 31.03.2025 without fail, otherwise in the absence of the required documents, the rebate allowed will stand withdrawn and indicated in Form-16. It will, thereafter, be the responsibility of the concerned officer to pay the tax due along with interest, to the Income Tax Department.


07/10/2024
(Pankaj Kumar Sinha)
Under Secretary (Cash)

Encl: As above

Distribution:

All Officers & Staff Members of AHD
NIC for uploading this circular on the Website of this Department.

NOTE: Any changes in the savings/exemption etc. will not be entertained after 05/01/2025 this is necessitated as this Department has been filing annual return through electronic mode. All are, therefore, requested to intimate the savings details along with the attested copies of the relevant documents within the stipulated time.

NOTE 2: In case of non-availability of Possession/Completion Certificate in respect of House Loan, the benefit of Interest on House Loan would not be considered by Cash Section under Section 192 of Income Tax.

INCOME TAX DECLARATION FORM-FY 2024-2025 (AY-2025-26)

PARTICULARS ABOUT SAVING MADE/TO BE MADE DURING **2024-2025** FOR THE PURPOSE OF CALCULATION
OF INCOME-TAX FOR AY-2025-26

(Note: information given in the declaration form will be treated as final. Respective documents in support of concession/rebate claims may be furnished along with this declaration, otherwise rebate/concession will not be provided.)

1.	Name & Designation of Officer	
2.	Tax regime (by default NEW TAX REGIME). If choose Existing, please mention:	
3.	Permanent Account No. (PAN) (PAN number is mandatory for all)	
4.	Any other Income reported by the employee: i.e. Housing property income, Family pension, Honorarium, etc. Other than paid at source from this Department.	
(i)	Income from house Property	
(ii)	Income from other sources	
5.	Whether the Officer is residing in a rented house?	
5. (a)	If so, please indicate amount of rent being paid and also attach printed rent receipt for the months of 04/2024 to 03/2025 . Note:(Name, Address and PAN no. of the landlord must be mentioned in the rent receipt)	
6.	Deduction under Chapter VI-A : Please note that as provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and 80CCD shall not exceed One lakh fifty thousand rupees.	
6(i)	Saving for Rebate U/S 80(C)	
(a)	GPF	
(b)	CGEGIS	
(c)	PPF	
(d)	PLI/ULIP	
(e)	LIC	
(f)	Tuition Fee (PI. Attach fee slip)	
(g)	Repayment/ Payment of HBA	
(h)	Bonds/ Securities Mutual funds, etc., other than Infrastructure	
(i)	Any other permissible savings :	

6(ii)	Section 80CCC/80CCD (Deduction in respect of contributions to certain pension funds)		
6(iii)	Section 80D (Deduction in respect of Medical Insurance Premium)		
6(iv)	Section 80DD (Deduction in respect of maintenance including medical treatment of dependent who is a person with disability)		
6(v)	Section 80E (Deduction in respect of interest on loan taken for higher education)		
5(vi)	Section 80G (Deduction in respect of donations to certain funds, charitable institutions, etc) (Donations with 50% or 100% rebate)		
6(vii)	Section 80GG (Deduction in respect of rents paid)		
6(viii)	Section 80GGA (Deduction in r/o certain donations for scientific research or rural development)		
6(ix)	Section 80 GGC (Deduction in r/o contribution given by any person to political parties)		
6(x)	Section 80U (Deduction in case of a person with disability)		
6(xi)	Accrued Int. On HBA (At Source/other than source duly signed/attested)		
7	Any other permissible savings not mentioned above.(Pl. Also indicate section of IT Act.)		
8	Amount of Advance Income Tax Already Paid. If any (Please also enclose Challan)		
	Bank Name with Branch Code	Date	Amount
9	Any change in GPF may kindly be intimate and tax will be recalculated & deduction from salary as per salary and / other income already declared previous year.		

Signature:.....

Name & Designation:.....

Section/Division:.....

Internal No.....

Tel/Mob.No.....

Residential Address:.....