


**F.NO. 1-1/GA/Bill-1/2022-23/T.D.S.(Saving)**  
**National Council of Educational Research and Training**  
**Sri Aurobindo Marg, New Delhi-110016**  
**(Salary Section, Accounts Branch)**

Dated: 12/10/2023

**Sub: Income Tax Deduction from salaries during the financial year 2023-24 (Assessment Year 2024-25) – information regarding.**

- 1) All Officers/Staff of the Council are requested to furnish the detail 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 2023-24. Those seeking rebates under income from House Property or due to Interest paid on Education Loan, or handicap rebate under **Old Tax Regime**, shall have to submit self-attested photo copies **on or before 16.11.2023**. A copy of Pan Card may also be provided duly self attested. **If New Tax regime is opted, there is no need of any documents except PAN Card.**
- 2) Salary Section will asses 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 16.11.2023**. It may kindly be noted that responsibility of excess deduction of T.D.S. due to non-availability of document 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. 16.11.2023** to the Salary Section. **If no option is submitted, Tax will be calculated as per default Tax Regime i.e. New Tax Regime due to non receipt of option as per rules.**
- 3) **All Heads of Departments are requested to kindly circulate this letter & Option Form to every regular employee of the Council.**

Kindly acknowledge the receipt of this communication.

  
12/10/2023.  
**(Jeetendra Singh Kshetry)**  
**Accounts Officer**  
**Salary Section**

**Encl. : As above**

**Copy to:-**

- 1) P.S. to Director
- 2) P.S. To Joint Director
- 3) P.S. to Secretary
- 4) P.S. to Joint Director (CIET)
- 5) All Heads of the Departments
- 6) All Deputy Secretaries of the Council Hq.
- 7) P.A. to C.A.O.
- 8) All Notice Board
- 9) Head, DICT, CIET : Kindly upload Circular and Performa on NCERT official website
- 10) Sr. System Analyst, CRC : Kindly upload Circular and Performa on E-Office Portal

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SRI AUROBINDO MARG, NEW DELHI -110016  
OPTION FOR TAX DEDUCTION - (Financial Year – 2023-24)

Instruction: Tick any of the two boxes, the first is the New Tax Regime and the second is the Old Tax Regime. If no option is opted Tax will be calculated as per New Tax Regime as per GOI Tax Deptt. Rules .

Name of the employee ..... Pan No..... Emp.No.....  
Designation ..... Department..... AADHAR Number .....Mobile.....

**1. New Tax Regime**

I the undersigned, a salaried employee of the NCERT hereby opt the New Tax Regime, for the purpose of deduction of Tax from my salaries on monthly basis arrived so, for the Financial Year 2023-24, where there is no need of any documents except PAN Card.

**2. Old Tax Regime**

I the undersigned, a salaried employee of the NCERT hereby opt the Old Tax Regime, for the purpose of deduction of Tax from my salaries on monthly basis arrived so, after considering following proposed tax saving/ Investments for the Financial Year 2023-24

- Income from other sources including (a).....  
Interest earned on Bank Account(Saving/Term Deposit (b).....  
(Please specify with details) (c).....
- Total amount of Investment/Savings etc. (Attach proof) (Self attested photocopies)
  - (a) N.S.C Purchased Rs..... Dated: .....
  - (b) Interest of N.S.C. Rs.....
  - (c) Premium on PLI/CTD/ULIP Rs.....
  - (d) Premium of Life Insurance (LIC) Rs.....
  - (e) PPF Rs.....
  - (f) Tuition Fee (For 2 Children only) Rs.....
  - (g) Any other saving qualifying for Rs.....  
Rebate U/S 80, 80D, 80C etc.
  - (h) Interest on borrowed capital for Rs.....
  - (i) House Completion Certificate/ Rs.....  
House Possession Certificate of Property for  
which Housing Loan Was taken ? (Mandatory)
- Deduction admissible
  - (a) House rent paid Rs.....  
(Subject to production to Rent receipts, Proof of Residence, copy of latest House Tax paid & Registered rent agreement) DA will be included for allowing exemption under Section 10(13) A of IT Act. Please give complete Postal Address of your residence along with contact number and **PAN number of the Landlord.**
  - (b) Loss from House Property Rs.....
  - (c) Deduction 80D etc. Rs.....
  - (d) Any other deduction admissible Rs.....

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**Required Verification for both the Tax Regime**

I, ..... do hereby declare that what is stated above is true to the best of my knowledge and belief Verified today, the ..... day of .....

Place .....

Signature .....

Date .....

Name .....