

National Institute of Tuberculosis and Respiratory Diseases
(Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)
SRI AUROBINDO MARG, (Near Qutub Minar), NEW DELHI – 110 030

Accounts/2017-18

17366

Dated 29th November, 2017

CIRCULAR

Subject: Income Tax deduction at source from salaries during the financial year 2017-18 (U/S 192 of the Income Tax Act, 1961) – information regarding.

Account Section is required to work out income tax liability in respect of all the official and recover remaining Income-Tax from salary in remaining months of the current financial year.

All the Staff in the Institute are, therefore, requested to intimate savings (other than EPF, NPS) as per proforma available in Account Section up to 31.12.2017 so that income tax liability can be worked out and recovered in remaining months of current financial year on an average basis. Copies of documents in respect of savings intimated may also be provided. In case of non-receipt of information, it will be presumed that there is no savings besides EPF, NPS and income tax will be deducted accordingly.

Officials who wish to claim deduction on the interest paid (accrued) or principal repayment on borrowed capital for purchase of house/flat shall furnish information in the proforma to determine admissibility. Deductions on this account will not be automatically allowed unless claimed subject to fulfillment of other related conditions.

For the purpose of claiming deduction of HRA at source, proper rent receipt from the landlord may be provided. Further, if annual rent paid by the employee exceeds Rs. 1,00,000/-. Per annum, it is mandatory to furnish in Form 12BB (available in Account Section of the Institute, the name, address and PAN of the landlord(s).


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ACCOUNT OFFICER

A copy of the above is forwarded to:

1. Director's Office – for kind information of the Director.
2. HOD (HA)
3. Asstt. Medical Superintendent
4. Chief Medical Officer (Admn.)
5. All HODs/Unit Incharges – For circulation amongst all their concerned staff.
6. All Ward Incharge
7. All Notice Boards


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ACCOUNTS OFFICER