

No. 7/1/2023-Cash
Government of India
Ministry of Jal Shakti,
Deptt. of Water Resources, RD & GR

Room No. 11, Gate No. 8
'C' Wing, Ground Floor
Shastri Bhawan, New Delhi
Dated: 9th October, 2023

CIRCULAR

Subject: Declaration about savings made/to be made during the Financial Year 2023-24 for the purpose of calculation of Income Tax- Recovery of TDS at Source.

A format of declaration form for the purpose of calculation of Income Tax for the Financial Year 2023-24 is enclosed. The DECLARATION FORM, duly filled along with supporting documents may please be submitted to Cash Section by 11th November, 2023 positively to avoid any excess deduction of Income tax at source. In case it is not received by stipulated date, it will be presumed that there is no other savings except the savings made at source (GPF etc.). The Income tax will hence be calculated as per the records available with the Cash Section and it will be recovered proportionately from November, 2023 to February, 2024, keeping in view the total income received during the year the savings towards GPF etc.

The New Income Tax Regime is also applicable in the financial year 2023-24. It is requested that the officers/officials who want to opt for old regime may give their option on or before 11th November, 2023, failing which it will be presumed that the officers/ officials want to remain in the new regime.

It is also requested that Officers/Officials who have not got their PAN/PRAN issued so far may get it issued.



(Rakesh Kumar)

Drawing & Disbursing Officer

Phone No. 23381749.

To:

4. All Officers/Officials in the Department of Water Resources, RD & GR (Through intra-mowr)

Department of Water Resources, GR & RD
(Cash Section)
INCOME TAX-DECLARATION FORM- FY 2023-24 (AY 2024-25)

PARTICULARS ABOUT SAVING MADE/TO BE MADE DURING 2023-24 FOR THE PURPOSE OF CALCULATION OF INCOME TAX FOR AY 2024-25

(Note: Information given in the declaration form will be treated as final. Respective documents in support of concession/rebate claims may be furnished alongwith this declaration; otherwise rebate/concession will not be provided.

1.	Name & Designation Of Officer		
2.	Permanent Account No. (PAN) (PAN number is mandatory for all)		
3.	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		
4.	Whether the officer is residing in a rented house?		
4.(a)	If so, please indicate amount of rent being paid and also attach rent receipts (Name & address of the landlord). PAN no is mandatory if yearly rent is greater than Rs 1 Lakh.		
5.	Deductions under Chapter VI-A: Please note that as provided in section 80CC, aggregate amount of deduction under section 80C, 80CCC and 80CCD		
5.1	Savings for Rebate U/S 80 (C)		
	(a)	GPF	
	(b)	CGEGIS	
	(c)	PPFPLI/ULIP	
	(d)	PLI/ULIP	
	(e)	LIC	
	(f)	Tuition Fee(Pl. Attach fee slip)	
	(g)	Repayment/payment for HBA	
	(h)	Bonds/Securities Mutual Funds, etc., other than Infrastructure	
	(I)	Any other permissible savings:	

5.2	Section 80CCC/80CCD (Deduction in respect of contributions to certain pension funds)		
5.3	Section 80D (Deduction in respect of Medical Insurance Premium)		
5.4	Section 80DD (Deduction in respect of maintenance including medical treatment of dependent who is a person with disability)		
5.5	Section 80E (Deduction in respect of Interest on loan taken for higher education)		
5.6	Section 80G (Deduction in respect of donations to certain funds, charitable institutions, etc.) (Donations with 50% or 100% rebate)		
5.7	Section 80GG (Deduction in respect of rent paid)		
5.8	Section 80GGA (Deduction in r/o certain donations for scientific research or rural development)		
5.9	Section 80ggc(Deduction in r/o contribution given by any person to political parties)		
5.10	Section 80U (Deduction in case of a person with disability)		
5.11	Accrued Int. On HBA (at Source/other than source duly signed/attested)		
6.	Any other permissible savings not mentioned above. (Pl also indicate section of IT Act)		
7.	Amount of Advance Income Tax already paid, If any (Please also enclose challan)		
	Bank name with branch code	Date	Amount
8.	Any change in GPF may kindly be intimate and Tax will be recalculated & deducted from salary as per salary and/or other income already declared precious year	Income Tax	GPF subscription

Signature:

Name & designation:

Section/ Division:

Internal Tel No:

Tel. /Mob. No. (o):