The National Institute of Health and Family Welfare

(Account Section)

F. No. Accts-45/14/2023-Accounts

Dated:- 13.11.2026

CIRCULAR

Subject: Deduction of Income Tax at Source under section 192 of Income Tax Act for the Financial Year 2026-2027.

An exercise of review the Income Tax deducted at source is being undertaken for the current financial year. You are requested to furnish the details in the proforma given below supported by the documentary evidence of payments made towards house rent, NSC/LIC/UTI/ Medi-Claim policies, home loan, tuition fee, tax-saving bonds etc., and return this sheet to the undersigned by **14.12.2026**, failing which it will be presumed that the employee has nothing to produce for the purpose of rebates allowed on recognized investments. Please mention your PAN, it is mandatory for filing the return.

As per Finance Act, 2020 a new Section 115BAC (The new tax regime) had been inserted to provide concessional slab rates of tax for individuals and HUFs. Once the individual has exercised the option for choice of tax regime, the Account Office will not entertain the change of option thereafter. **All the employees/Pensioners/MD/DHA Students may kindly check and opt to the old tax regime or the new tax regime as per their choice**. For more detail may please visit the income tax website, if required.

S. No.	Name of Tax Regime	Please tick (√)
1	Old Regime; (No change in existing rate of Personal Income Tax).	
2	New Regime under Section 115-BAC; **(provided he/she does not avail any exemption or deductions except section 80CCD(2)).**	

If the employee/Pensioners/MD/DHA Students who do not make such intimation on the above mentioned date, it will be presumed that he/she is willing to opt the New Tax Regime under Section 115-BAC of the Act.

Note:- ***Please note that no other circular will be issued for the above purpose after 14.12.2026.***

Section Officer (Accounts)

Copy to

1. All Head of Departments/Sectional Head/Unit Head-Kindly bring to the notice employees working under them.
2. SPA to Director
3. SPA to Dean
4. PA to DDA
5. Notice Board
6. I/c Computer Centre- For uploading in the Institute's website

S. No.	Particulars	Amount	To be filled by Accountant
1	Gross Salary		
2	Allowances to the extent u/s 10		
	(a) Conveyance Allowance		
	(b) House Rent Paid (Annual)*		
	(c) Interest Paid on Home Loan		
3	Income from Other Sources (if any)		
4	Rebate & Relief u/s 80C (Max. upto Rs.1,50,000/-)		
	(d) GPF/NPS		
	(e) PPF/Sukanya Samridhi Account Scheme		
	(f) GIS		
	(g) LIC or other policies (including Jeevan Suraksha)		
	(h) NSC/UTI/PLI or FD (for a minimum period of 5 years)		
	(i) Home Loan Premium		
	(j) Infrastructure Bonds/Mutual Fund(s)		
	(k) Tuition Fees		
	(l) CGHS/Medi-Claim Policies (u/s 80D)		
	(m) Donations (u/s 80G)		
	(n) Contribution to pension scheme (u/s 80CCD(1B))		
	(o) Any Other		
5	Taxable Income		
6	Income+Cess		
7	Tax Deducted at Source		
8	Tax to be deducted		
-	-		

*Assesses shall furnish name, address and PAN of his/her landlord(s).

Name of employee with designation : _____

Deptt./Section with intercom No. : _____

PAN : _____

Signature with Date : _____