



F. No. 5-5(11)/NIANP/C&B/IT/2022-23

दिनांक / Dated: 24<sup>th</sup> November, 2025

### परिपत्र / Circular

Under Sub Section (i) of Section 192 of the Income Tax Act, 1961 the salary disbursing authority shall at the time of making payment deduct income tax computed on the basis of the rate in force for the financial year. The tax so calculated on estimated income of the employees for the year has to be divided by 12 and the amount arrived at should be deducted from the monthly salary, subject to any revision of rates of Income tax during 2025 - 2026.

Hence, all the employees of the Institute those who are opted for **Old Tax Regime** whose estimated salary income exceeds Rs. 2,50,000/- & senior Citizen Rs. 3,00,000/- respectively during the financial year 2025 - 2026 are required to submit a detailed statement in the enclosed proforma for the purpose of deduction of income tax at source and also requested to submit the statement of the estimated income in the attached proforma to the undersigned on or **before 05/12/2025** (Scientific, Technical, Administrative, MTS, RA. SRF, JRF & YP's etc.).

Further, if any employees opted for **New Tax Regime** whose estimated salary income exceeds Rs. 12,00,000/- during the financial year 2025 - 2026 no supporting documents need to be submitted to this office to avail the benefits of deductions and exemption only option for New Tax Regime may be submitted to office on or **before 05/12/2025** (Scientific, Technical, Administrative, MTS, RA. SRF, JRF & YP's etc).

The income tax recovery has to be evenly distributed for each month on the basis of salary income. All are requested to pre-plan and submit their statement to avoid payment of penal interest and penalty. The proof for their savings (Claiming exemptions of Income Tax) other than salary deductions should be produced on or **before 05/12/2025**.

If the statements in the proforma appended are not received on or **before 05/12/2025**, tax will be calculated on the basis of the information available in the office under the new tax regime and recovery effected from December 2025 onwards.

NIANP Website- Circular- Proforma for Declaration of Income Tax for the F. Y. 2025-26

**AND**

NIANP e-office Notice Board.

I/c Administrative Officer  
I/c प्रशासनिक अधिकारी

Distribution to All staff member including RA/SRF/JRF & YPs.

**PROFORMA****Calculation of Income Tax for the Financial Year 2025 - 2026 (A. Y. 2026 - 2027)**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date of Birth (Scientific staff only for getting benefits of Sr. Citizen) : \_\_\_\_\_

Permanent Account No. (PAN) : \_\_\_\_\_

Particulars of Salary : \_\_\_\_\_

Opted for Regime (Select the Regime) :  Old Tax Regime  New Tax Regime (115-BAC)

**A Income under any head other than salary declared under section 192 (2B) e.g. Interest, capital gains. Fee/Honorarium, dividends etc.,**

1	Salary for March 2025 to February 2026 (Give full details in a enclosed Statement)	:	
2	NPS Employer's Contribution (14%) for March 2025 to February 2026	:	
3	Honorarium	:	
4	Tuition Fee reimbursement	:	
5	Other Supplementary income including interest on bank deposits etc.,	:	
6	DA Arrears (A) Jan to Mar - 2025 (B) Jul to Sept. - 2025	:	
7	Pay Fixation/ Other Arrears (If any)	:	
8	Bonus/ Annuity/ Royalty received during the year 2025 - 2026	:	
9	Any other income	:	
<b>A</b>	<b><u>Gross Income</u></b>	:	

**B EXEMPTIONS:**

- 1) In respect of H. R. A (Section 10(13) ) A of IT Act 1961 read with Rule 2A of IT Rules (1952)
- a) Actual HRA received Rs. \_\_\_\_\_
- b) Rent Paid in excess of 10% of Salary Rs. \_\_\_\_\_
- c) 40% of Salary Rs. \_\_\_\_\_
- (Least of (a) to (c) will be excluded from the Gross Income Rs. \_\_\_\_\_)
- 2) Professional Tax actually paid under Sec. 16(1) of Income Tax Act Rs. \_\_\_\_\_
- 3) Standard Deduction of Rs. 50,000/- (applicable for old tax regime) & Rs.75,000/- (applicable for new tax regime) (Section 16(ia)) Rs. \_\_\_\_\_

**Aggregate of B:****Rs. \_\_\_\_\_****C BALANCE OF A – B****Rs. \_\_\_\_\_**

**D**

**Deductions from gross total income (Chapter VIA):**

**1. Deductions under Sec. 80C:**

Deductions is available for the amount paid or deposited towards Life Insurance Premium, PF, PPF, Unit Linked Insurance Plan Contribution, NSC, Subscription to units of Mutual fund notified u/s 10(23), contribution to any pension fund set up by Mutual fund notified u/s 10(23), Tuition fees (excluding development fees, donation etc.), Repayment towards Principal amount of Housing loan etc. to the extent of Rs. 1, 50, 000/-

Rs. \_\_\_\_\_

**2. Deduction under Sec. 80CCC:**

Deduction to the extent of Rs. 1, 50, 000/- for contribution to effect or keep in force or a contract of any annuity plan of LIC or other insurer for receiving pension.

Rs. \_\_\_\_\_

**3. Details of deduction under Section 80CCD (1B) (Max. Rs. 50,000/-)  
(attach a copy of the document)**

Amount deposited in National Pension Scheme (NPS) during 2025 - 26

Rs. \_\_\_\_\_

**(THE TOTAL AMOUNT ELIGIBLE FOR DEDUCTION UNDER SECTION 80-C & 80-CCC (1 & 2)  
SHOULD NOT EXCEED Rs. 1, 50, 000/-)**

**4. Details of deduction under Section 80CCD (2)**

Amount deposited in National Pension Scheme (NPS) Employer's Contribution (14%) during 2025 – 26

Rs. \_\_\_\_\_

**E**

**Deductions under Sec 24(b):**

**a) FOR SELF OCCUPIED PROPERTY:**

i) If property is acquired or constructed with loan taken after 01/04/99 & Construction is completed within 3 years from date of loan, Rs. 2,00,000/- or actual whichever is less is deductible.

ii) If new housing loan is taken for repayment of old loan (old loan taken after 01-04-99) Rs. 2, 00,000/- or actual interest payable whichever is less is allowed as Deduction.

iii) If property is acquired or constructed with loan taken before 01-04-09, Rs. 30,000/- or actual interest payable whichever is less is allowed deduction.

Rs. \_\_\_\_\_

**b) For let out property:**

Interest paid/payable can be claimed as deduction.

Rs. \_\_\_\_\_

**ONLY OWNER OF THE HOUSE PROPERTY CAN AVAIL THE ABOVE DEDUCTIONS.**

**1) DEDUCTION U/S 80E:**

If the assessee has taken any loan from any financial institution or charitable institution for purpose of his higher education or the higher education of his spouse/children or a student for the which he/she is the legal guardian, the amount of repayment of interest made during the year, can be deducted till the loan is cleared or for eight years, whichever is earlier.

Rs. \_\_\_\_\_

**2) DEDUCTION U/S 80D\*:**

Any premium paid BY ANY MODE OF PAYMENT OTHER THAN CASH for medical insurance subject to a maximum of Rs. 25,000. This is applicable to insurance under any scheme sponsored by the General Insurance Corporation of India or any other insurer. In addition, any premium paid for parents up to Rs. 50,000 if parents are Senior Citizens. Any amount paid for self/family/parents in any mode including Cash, for preventive health check-up, up to Rs. 5,000 is also allowed within the maximum of Rs. 50,000. Payments for Medical expenditure of a senior citizen without health insurance cover Rs. 50,000. Any contribution made to the Central Government health Scheme or such other Scheme as may be notified by the Central Government.

**\*The aggregate of the deduction should not be more than Rs. 50,000/-**

Rs. \_\_\_\_\_

**3) DEDUCTION U/S 80DD:**

The amount a) of expenditure incurred by way of medical treatment, training and rehabilitation of a handicapped dependent or b) paid or deposited under any scheme framed in this behalf by the LIC or UTI or any other insurer and approved by the board for the maintenance of the handicapped dependent, shall be allowed as a deduction up to **Rs. 75,000/- (if it is more than 40% disability)** either under (a) or (b) or aggregate of (a) & (b) on the production of a certificate from the government hospital in the prescribed form and manner, along with the return of income u/s, 139 in respect of the assessment year for which the deduction is claimed. Where such dependent is a person with severe disability, a deduction of **Rs. 1, 25,000/- (if it is more than 80% disability)** can be claimed.

Rs. \_\_\_\_\_

**4) DEDUCTION U/S 80U:**

If the employee is a person with disability, an amount of Rs. 75,000 or Rs. 1,25,000 as the case may be, shall be deducted from the total income.

Rs. \_\_\_\_\_

**F** Estimated annual salary from which tax is to be deducted at source Income to be rounded off to nearest multiple of ten rupee (Sec 288-a of IT Act) **C [D+E] [Taxable Income]**

Rs. \_\_\_\_\_

**G** Income Tax chargeable on estimated annual salary Taxable income

Rs. \_\_\_\_\_

**COMPUTATION OF INCOME TAX**

a) Income Tax on the estimated salary (F) Rs. \_\_\_\_\_

b) Health & Education cess @ 4% of IT Rs. \_\_\_\_\_

**Total Tax Liability** Rs. \_\_\_\_\_

Rebate u/s 87A Rs. \_\_\_\_\_

**Net Tax Payable** Rs. \_\_\_\_\_

Less: Already deducted at source up to Nov 2025 Rs. \_\_\_\_\_

**Balance tax to be payable** Rs. \_\_\_\_\_

**TAX TO BE DEDUCTED FROM SALARY FROM DEC 2025 ONWARDS**

Signature with date:

Name of the Officer:

Designation:

**Certificate for claiming exemption towards H.R.A.**

I, certify that I am residing in a rented house. I am actually incurring an expenditure of Rs. \_\_\_\_\_ per month/ Rs. \_\_\_\_\_ per annum, towards payment of rent in respect of the residential accommodation occupied by me. I am enclosing herewith stamped rent receipt for the months of \_\_\_\_\_ 2025 & \_\_\_\_\_ 2026 for claiming exemption.

**(Stamped Rent Receipt of Twelve months should be enclosed with full address of the House occupied and provide Owner PAN No. if the rent exceeds Rs.1,00,000/- per annum).**

**Signature of Officer** \_\_\_\_\_

**Name in Block letter** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date:**

**Certificate for claiming Tuition fees exemption**

I, certify that my spouse \_\_\_\_\_ (name) who is working in \_\_\_\_\_ (dept.) has not claimed exemption of tuition fee in respect of \_\_\_\_\_ (son/daughter) towards \_\_\_\_\_ which the exemption has been claimed by me.

**Signature of Officer** \_\_\_\_\_

**Name in Block letter** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date:**

**Income Tax rates --**

Income Slab	Income Tax rate under old Regime			Income Tax rate under new Regime	
	Individuals below 60 years	Individuals > 60 years & < 80 years	Individuals > 80 years	Income Slab	Rate of Tax
Up to Rs. 2,50,000	Nil	Nil	Nil	Up to Rs. 4,00,000/-	Nil
Rs. 2,50,010 to Rs. 3,00,000	5% of total income exceeding Rs. 2,50,000*	Nil	Nil	Rs. 4,00,001/- to 8,00,000/-	5%
Rs. 3,00,010 to Rs. 5,00,000	5% of total income exceeding Rs. 2,50,000*	5% *	Nil	Rs. 8,00,001/- to 12,00,000/-	10%*
Rs. 5,00,010 to Rs. 7,50,000	Rs. 12,500 + 20% of total income exceeding Rs. 5,00,000	20%	20%	Rs. 12,00,001/- to Rs. 16,00,000/-	15%
Rs. 7,50,010 to Rs. 10,00,000	Rs. 12,500 + 20% of total income exceeding Rs.5,00,000	20%	20%	Rs. 16,00,001/- to 20,00,000/-	20%
Rs. 10,00,010 to Rs. 12,50,000	Rs. 1,12,500 + 30% of total income exceeding Rs. 10,00,000	30%	30%	Rs. 20,00,001/- to 24,00,000/-	25%
Rs. 12,50,010 to Rs. 15,00,000	Rs. 1,12,500 + 30% of total income exceeding Rs. 10,00,000	30%	30%	Rs. 24,00,001/- and above	30%
Rs. 15,00,010 and above	Rs. 1,12,500 + 30% of total income exceeding Rs. 10,00,000	30%	30%		

\*Tax rebate of Rs. 12,500 for Old Tax Regime & Rs. 60,000/- for New Tax Regime available under section 87-A.

**Rebate**

- Under the provision of Section 87A of the Act, an assessee whose total income not exceeding Rs. 5 lakhs, is provided a rebate of 100% of the amount of income tax payable, i.e., an individual having income till Rs. 5 lakhs is not required to pay any income tax. [For Old tax regime]
- An assessee whose income is chargeable to tax under the New Regime, shall now be entitled to a rebate of 100% of the amount of income tax payable on a total income not exceeding Rs. 12 Lakhs.

**DIRECT SAVINGS**

LIC (Under Sec.88)	Policy No.	Name of the Policy holder	Amount Paid	Payment Term (Qtrly/Hly/ Yrly)
1.				
2.				
3.				
4.				
<b>TOTAL</b>				

LIC (Under Sec.88ccc)	Policy No.	Policy holder's Name	Amount Paid	Payment Term (Qtrly/Hly/ Yrly)
1.				
2.				
3.				
<b>TOTAL</b>				

	Policy No.	Policy holder's Name	Amount Paid	Payment Term (Qtrly /Hly/ Yrly)
1.				
2.				
3.				
<b>TOTAL</b>				

**PUBLIC PROVIDENT FUND (PPF):-**

Account No.	Amount paid during the year			
March '2025	July'2025	November '2025		
April '2025	August '2025	December '2025		
May '2025	September '2025	January '2026		
June '2025	October '2025	February '2026		
<b>TOTAL</b>				

**Investment in National Savings Certificate**

Sl.No.	NSC No.	Date of Investment	Date of Maturity	NSC Amount
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTAL</b>				

**Interest on NSC**

Sl. No.	NSC No.	Date of Investment	Date of Maturity	NSC amount	% of Interest calculated	Interest amount
<b>TOTAL</b>						

FOR HOUSING LOAN

- i. The recovery of HBA whether Principal amount :  
or Interest amount – specify?
- ii. If Interest amount – from which month it started :
- iii. Accrued Interest on HBA for current financial year :  
(the certificate proof should be submitted in the  
Month of 5<sup>th</sup> February 2026)

Housing Loan availed from Outside:

<b>TOTAL</b>			

Copy of Proof of remittance should be enclosed.

**The provisional certificate of proof claiming IT rebate (for deductions authorized under the purview of DDO) should be submitted to the office within 5<sup>th</sup> of February 2026 and the final Certificate for Principal & Interest amount of EMI during the current financial year should be submitted.**

**The Details of Savings/Remittance for I.T. Rebate**

Sl. No.	Particulars	Certificate/Bond No. & Date	Amount	Savings under Sec.

**To be invested /saved on or before 05<sup>th</sup> February 2026**

Sl. No.	Particulars	Certificate/Bond No. & Date	Amount	Savings under Sec.

The copies of proof to be submitted along with application

**Enclosures required (if applicable):-**

**{Should be submitted along with application}**

1. Rent Receipt Original with revenue Stamp
2. Certificate for accrued interest on HBA {Loan availed from Office}
3. Copy of proof of remittance of Housing Loan {Loan availed from Outside}
4. Copy of Proof of Savings/Investments- (Xerox copies of the pass book/ Certificate/Premium Receipt/ Bond, etc., should be enclosed wherever applicable)
5. Copy of Tuition fees Receipt

Signature of Officer \_\_\_\_\_

Name of Block Letter \_\_\_\_\_

Designation \_\_\_\_\_

Date:-

