

**NEW DELHI MUNICIPAL COUNCIL
OFFICE OF THE SR. ACCOUNTS OFFICER (CBS)
PALIKA KENDRA, SANSAD MARG
NEW DELHI- 110001**

Dated : 21.12.2021

CIRCULAR

Sub Submission of Income Tax Statement along with form 12BB and documentary proofs of savings/deductions for finalization of Income Tax/TDS for Financial Year 2021-22 (Assessment Year 2022-23).

1. As per provisions of Section 192 of the Income Tax Act-1961, person responsible for paying any income chargeable under the head Salaries, shall at the time of payment, deduct income-tax on the amount payable at the average rate of income-tax computed on the basis of the rates in force for the financial year in which the payment is made, on the estimated income of the assesses under the head "Salaries", after allowing the permissible deductions.
2. To comply with the provisions of Income Tax Act regarding deduction of Income Tax from the salary, the Income Tax statements/declarations are required to be submitted timely along with declaration in Form -12BB (mandatory for claiming deduction/rebate).
3. As per provision of tax deduction at source (TDS) under the Income Tax Act 1961, effective from April 1, 2010, TDS at higher of the prescribed rate or 20% will be deducted on all transactions liable to TDS, where the Permanent Account Number (PAN) of the deducted is not available. All the employees are required to intimate their PAN Number immediately, if not intimated till date to CBS. In case any employee has not got allotted the PAN number, he should apply in Form 49-A for allotment of the same immediately and inform to CBS.
4. As per Sec 115BAC inserted by Finance Act, 2020 option has been given to pay tax as per new slab rates (optional/Concessional rates regime) on total income computed without claiming any deductions/exemptions applicable from FY, 2021-22 (AY 2022-23). Below table summarizes tax slab rates in Old as well as New tax regime for the purpose of calculation of tax for FY 2021-22 (AY 2022-23) :-

Income Tax Slabs (in Rs.)	Slab Rates in Old Tax regime	Slab Rates in New tax regime (Optional)
0 - 2,50,000	0 %	0%
2,50,001 – 5,00,000	5%	5%
5,00,001 – 7,50,000	20%	10%
7,50,001 – 10,00,000	20%	15%
10,00,001,-,12,50,000	30%	20%
12,50,001 – 15,00,000	30%	25%
15,00,001 and above	30%	30%

Notes:

- (i) Further, there is no change in provisions of Income Tax for computation of Income and the tax payable in the Existing Tax structure i.e, income for the FY 2021-22 is computed in the same way as computed under FY 2021-22 (AY 2022-23).
- (ii) Health & Education cess @4% also remains unchanged. This cess is equally applicable even if employee chooses to opt for new regime (optional/concessional).
- (iii) All deductions allowed under chapter VI-A [(except the deductions under section 80CCD (2)], deductions allowed under section 10 (13A) (House Rent

Allowance) and under section 24 (interest on borrowed capital/Income from House property) etc. will not be allowed in the new tax regime.

5. An employee intending to opt for the concessional rates of tax under section 115BAC of the Act, may intimate the deductor, being his employer, of such intention for each previous year and upon such intimation, the deductor shall compute his total income and make TDS thereon in accordance with the provision of section 115BAC. If such intimation is not made by the employee, the employer shall make TDS without considering the provision of section 115BAC of the Act. The intimation so made to the deductor shall be only for the purpose of TDS during the year and cannot be modified during that year. However, the intimation would not amount to exercising option in terms of sub-section (%) of section 115BAC of the Act and the person shall be required to do along with the **RETURN** to be furnished under sub-section (1) of section 139 of the Act could be different from the intimation made by such employee to the employer for that previous year. (CBDT Circular No. CI of 2020 dated 13.04.2020).
6. In order to avoid the genuine hardship in such cases, Central Board of Direct Taxes, in above referred circular hereby clarifies that an employee, having income other than the income under the head "profit and gains of business or profession" and intending to opt for the concessional rate under section 115BAC of the Act, may intimate the deductor, being his employer, of such intention for each previous year and upon such intimation, the deductor shall compute his total income, and make TDS thereon in accordance with the provisions of section 115BAC of the Act. If such intimation is not made by the employee, the employer shall make TDS without considering the provision of section 115BAC of the Act.
7. As such, it is to ensure submission of above option and in case of old regime, please ensure to submit income tax statement along with declaration in FORM 12BB and documentary proof of saving/deductions for the financial year 2021-22 to CBS by **15.01.2022** as per past practice to enable them to release the salary of Feb -2021 on time. It is pertinent to mention that in case of payment of Interest/Principal on Housing Loan Advance, it is mandatory to submit the Permanent Account Number (PAN) of the institution/Bank to whom Interest/Principal of Housing Loan is repaid.
8. In case of non-submission or late submission of above stated documents, TDS on Salary will be finalized on the basis of record available in this office and tax will be deducted from the salary accordingly.

All the Head of Departments, NDMC are requested to bring the contents of this circular to the notice of all the staff working under their control for strict compliance. All concerned may please note that once Income Tax, is deducted at source and deposited with the designated Bank of Income Tax Department, no refund will be made subsequently at our end, as provided under Income Tax Act, 1961.

This issue with the approval of Competent Authority, NDMC.

(R. D. JOSHI)
Sr. Accounts Officer (CBS)

Copy to:

1. PS to Chairperson, NDMC for kind information.
2. PS to FA, NDMC for kind information.
3. PS to Secretary, NDMC for kind information.
4. All HODs, NDMC.
5. Jt. Dir. (IT)
6. Programmer (IT) - for uploading of the circular in the NDMC website.
7. Officer Order file.
8. Notice Board.

(TO BE SUBMITTED BY 15.01.2022)

**COMPUTER BILLING SECTION
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI**

(FORM No. 12BB)

1. Name & address of the employee :			
2. PAN of the employee :			
3. Financial Year :			
4. Emp. Code/Sheet code :			
5. Mobile /Contact No.			
Details of claims and evidence thereof			
Sl. No.	Nature of Claim	Amount (Rs.)	Evidence/particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance : (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note : Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing : (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions (if available) (b) Employer (if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C, 80CCC and 80CCD (i) Section 80C (a) (b) (c)..... (d) (e)..... (f)..... (g)..... (ii) Section 80CCC (iii)Section 80CCD (B) Other sections (e.g 80E, 80G, 80TTA, etc.) under Chapter VI-A (i) Section..... (ii) Section..... (iii) Section..... (iv) Section..... (v) Section.....		
Verification			
I,.....son/daughter of.....do hereby certify that the information given above is complete and correct.			
Place.....		(Signature of the employee) Full Name	
Date.....			
Emp. Code :.....			
Designation:			