



AIIMS/Rajkot/Admin/Circular/2024-25/1887

Dt: 13 April, 2024

**CIRCULAR**

**Subject: Regarding selection of Income Tax Regime w.r.t Financial Year 2024-25 (Assessment Year 2025-26).**

It is notified to all concerned that the Financial Bill, 2023 has made "New Tax Regime" as "DEFAULT OPTION" for determining the TDS in respect of the total income for FY 2024-25 (AY 2025-26).

However, employees who are willing to opt for "OLD TAX REGIME" or want to continue with their "Old Tax Regime", have to submit their application to Accounts Section, AIIMS Rajkot. It is also informed that Tax regime change/selection is a **ONE-TIME PROCESS**. Once an employee has opted for the old/new tax regime, (s)he cannot change it in that particular financial year.

**Mentioned below are certain instructions that shall be followed by each employee who is willing to opt for "Old Tax Regime": -**

- For fluent and hassle-free administrative functionality, employees have to submit their application for "Old Tax Regime" in format attached with Annexure I along with their investment in Savings Proforma (FORM NO 12BB) latest by **25<sup>th</sup> April, 2024**.
- Further, employees must submit their necessary supporting documents/ Receipts by **15<sup>th</sup> Jan 2025**. In the absence of required supporting documents, no tax benefit will be given and tax would be deducted accordingly.
- Various allowances which are paid to Faculties, Nursing officials, technical staff and others liable to exempt to the extent of expenditure incurred such as Academic allowance, Dress allowance, Newspaper allowance etc. must submit Utilization Certificate in format attached with **Annexure II**.
- All Investment & Saving must belong to the Current Financial Year (i.e., 2024-25).
- For comparison of rates of tax, deduction and exemption available under the Old and New Tax Regime, institute's previous circular AIIMS/Rajkot/Circular/2023-24/1412 Dt. 20.04.2023 to be followed.

Furthermore, employees are requested to kindly preserve the original bills for presenting to the Income Tax authority whenever sought. Employees shall be personally liable for any action may be initiated as per rules including recovery/penalties of taxes as determined by the Income Tax Department/any other competent Authority.



**Copy to:**

- Executive Director, AIIMS, Rajkot.
- All Heads of Department, AIIMS, Rajkot
- Administrative Officer, AIIMS, Rajkot
- DMS, AIIMS, Rajkot
- In-Charge IT Cell for uploading the same on the AIIMS Website and circulation to all staff members through E-mail.

**All India Institute of Medical Sciences, Rajkot, Gujarat 360001**

**SAVING PROFORMA (FORM NO. 12BB)**

For the year ending.....

**ONLY FOR  
OLD TAX  
REGIME**

<b>NAME OF THE EMPLOYEE</b>		<b>DESIGNATION</b>		<b>DEPARTMENT</b>	
<b>GENDER</b>		<b>(M/F)</b>	<b>DATE OF JOINING</b>		<b>PAN NO.</b>
<b>PHONE NO.</b>		<b>DATE OF BIRTH</b>		<b>SR. CITIZEN (60 YRS OR MORE)</b>	<b>(Y/N)</b>
<b>HANDICAPPED</b>		<b>(Y/N)</b>	<b>SEVERE DISABILITY</b>	<b>(Y/N)</b>	<b>NO. OF CHILDREN</b>
<b>SR. NO.</b>	<b>PARTICULAR</b>			<b>AMOUNT</b>	<b>Annexure No</b>
I	Other income reported by the employee as per under section 192(2b) for additional TDS deduction from salary				
(i)	Income from previous				
(ii)	Family Pension				
(iii)	Self-Pension				
(iv)	Income from Saving Bank Interest				
(v)	Income from other than saving Bank Interest (FDR Interest)				
(vi)	Income/(Loss) from House Property				
(vii)	Any other Income				
	Total				
II	Interest on housing loan {u/s 24b} {Max. 2,00,000/-}				Annexure " "
III	Allowance exempted u/s 10				
(i)	House rent paid during current F.Y. (for HRA exemption)				
	From (Month)	To (Month)	Total Months	Monthly rent	Annexure " "
	If the aggregate rent paid during the financial year exceeds one lakh rupees, also provide these details: -				
	Land Lord Name	Land Lord PAN			Annexure " "
(ii)	Utilization certificate for research pursuit allowance/academic allowance (Only for Medical and Nursing Faculty)				Annexure " "
IV	Deductions under Chapter VI-A				
(A)	Deduction U/s 80C, 80CCC & 80CCD ((Maximum 150000/-)				
1.	General Provident Fund/C.P.F. (if deducted from salary)			To be filled by office	
2.	GIS (if deducted from salary, filled by office)			To be filled by office	
3.	Public Provident Fund Contribution (Self/Spouse/Child)				Annexure " "
4.	Life Insurance Premium (Self/Spouse/Child)				Annexure " "
5.	Postal Life Insurance (PLI) Premium (Self/Spouse/Child)				Annexure " "
6.	National Saving Certificate/Scheme (NSC/NSS)				Annexure " "
7.	Interest on NSC/NSS				Annexure " "
8.	Approved Mutual fund in ELSS (Eligible for Deduction Under Section 80(C)				Annexure " "
9.	Stamp Duty and Registration Fees Of House Property				Annexure " "
10.	Tuition Fee paid (for self or any children for full time education up to any level)				Annexure " "
11.	House Loan (only Principal amount)				Annexure " "
12.	Fixed Deposit (FOR 5 years and above)				Annexure " "
13.	Sukanya Samridhi Amount				Annexure " "
14.	Any other saving quality U/S 80C				Annexure " "
15.	Contribution to Pension Fund (U/S 80CCC)				Annexure " "
16.	New Pension Scheme (Employee Share) (U/S 80CCD (1))			To be filled by office	
(B)	Additional contribution under NPS (U/S 80CCD(1B)) (Max. Rs. 50000/-)				Annexure " "
(C)	Employer Contribution under NPS (U/S 80CCD (2)) (filled by office)			To be filled by office	
(D)	Medical Insurance Premium (U/s 80D)				Annexure " "
(E)	Interest on Loan for Higher Education (U/s 80E) (for self/wife/children)				Annexure " "
(F)	Donation (U/s 80G) (by CASH donation maximum up to Rs. 2000 is eligible)				
I	Donation - 100% scheme				Annexure " "
II	Donation - 50% scheme				Annexure " "
	Total				
(G)	Deduction in respect of rent paid(U/s80GG) (Max. 60000/-)				Annexure " "
(H)	Saving Bank Interest (U/s 80TTA) (Max Exemption Rs. 10000/-)				Annexure " "
(I)	Interest on deposit (Fixed deposit plus saving account) only for Sr. Citizen (60 Yrs or more) (U/s 80TTB) (Max exemption Rs. 50000/-)				Annexure " "
(J)	Totally Blind/Ph. Handicapped (80-U) (Rs. 75000 for Disability=>40% & up to 79%) Rs. 125000 for disability 80% and above				Annexure " "
(K)	Any Other Deduction				Annexure " "

**DECLARATION**

**I further hereby undertake that I have attached the requisite documents only relevant to the current Financial Year as proof in support of deductions claimed in the Income Tax. I shall be personally responsible to file the return to the Income Tax Department, as required under the law and shall be liable to face the consequences for the wrong information supplied and income concealed, if any.**

**Place**

**Date**

**(Signature of the employee)**

**Note: Without all necessary supporting documents (only related to current financial year) the benefits of investment/saving will not be granted.**

**ANNEXURE-1**

**To,**

Accounts Officer (DDO),

AIIMS, Rajkot.

**Subject: opt for “Old Tax Regime” for tax calculation for F.Y. ....**

Sir,

I .....

son/daughter /wife of .....

designation .....do hereby declare that,

I have decided to opt for “Old Tax Regime” for Financial Year.....

Place.....

Date.....

Signature

Name.....

Designation.....

Department.....

ANNEXURE-2

Utilization Certificate

(For Academic Allowance/Dress Allowance/Newspaper Allowance)

I .....  
son/daughter /wife of .....  
designation .....do hereby certify that,

Allowances

- Academic Allowance
- Dress Allowance
- Newspaper Allowance

Amount Received in F.Y.

Rs.....  
Rs.....  
Rs.....

I have utilized complete amount of for Financial Year .....

Place.....

Date.....

Signature

Name.....

Designation.....

Department.....