Note : 1. Proposed Saving Form to be submitted till : 30.09.2021
2. Documentary proof of proposed saving to be submitted till: 10.01.2022

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

Sub : Calculation of Income Tax for the Financial Year 2021-2022 corresponding to the Assessment Year 2022-2023.

The enclosed form may please be completed showing the details of actual/proposed saving for the period from 01.04.2021 to 31.03.2022, so as to calculate the income tax to be deducted at source from salaries u/s 192 of the Income Tax Act, 1961. It is requested that realistic proposals may be made, so as not to leave scope for major changes towards the end of financial year.

It may be ensured that duly filled proposed saving form should reaches this office latest by **30.09.2021**, so that income tax deducted at source may be apportioned from the salary w.e.f. **October-2021** onward.

Further, it is mandatory to all the employees to choose one option, so that the income tax can be computed and deducted accordingly, failing which the income tax will be calculated and deducted as per **OLD TAX REGIME**. So that, for taking the benefit of **NEW TAX REGIME**, proposed saving form stating the option of income tax deduction shall be submitted well in time. No further reminder shall be issued in this regard.

Please do not forget to fill up PAN No., residential address, E-mail ID and Tel./Mobile No. Form without PAN No., residential address, E-mail ID and Tel./Mobile No., shall not be considered.

(PRASHANT KUMAR)
Addl. District Judge (Central)
Head of Office (HQs)
Tis Hazari Courts, Delhi

No. 1292/25201 - 25501/Accts./320/IT/2021 Dated : 18 SEP 2021

Copy forwarded to :-

1. PS to Ld. Principal District & Sessions Judge (HQs), Delhi, Room No. 302-A, THC, Delhi
2. The Registrar General, Delhi High Court, with the request that these instructions may kindly brought to the notice of the staff posted in Delhi High Court on diverted capacity.
3. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts, New Delhi, with the request to circulate the same among the staff under their control.
4. The Principal Judge, Family Courts, Dwarka with the request that these instructions may kindly brought to the notice of the staff posted in Family Courts on diverted capacity.
5. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate the same among the trainee Judicial Officers and staff posted in Judicial Academy on diverted capacity.
6. Delhi Legal Service Authority, West (THC), New Delhi (PHC), East, North East & Shahadra (KKD), South and South East, (Saket), North & North-West & Outer (Rohini) and South-West (Dwarka) with the request that these instructions may kindly brought to the notice of the staff posted in their office on diverted capacity.
7. All Ld. Drawing & Disbursing Officers, West (THC), New Delhi (PHC), East, North- East & Shahadra (KKD), South and South East, (Saket), North & North-West & Outer (Rohini) and South-West (Dwarka).
8. All the Judicial Officers **(Central District),** Tis Hazari Court, with the request to circulate the same among the staff under their control.
9. All the Judicial Officers **(Rouse Avenue Court Complex),** with the request to circulate the same among the staff under their control.
10. Railway Magistrate, Old Delhi Railway Station, Delhi.
11. The Registrar General, National Green Tribunal (PB), Principal Bench, New Delhi with the request that these instructions may kindly brought to the notice of the staff posted in your department.
12. Sr.Administrative Officer(Judicial)/Administrative Officer (Judicial)/Sr. AO / AAO / PRO / APRO / Branch In-charge at Tis Hazari Court and Rouse Avenue Court with the direction to circulate the same among the staff under their control.
13. Website committee with the request to upload the same on website of the District Courts.
14. Website committee for uploading the same on LAYERS.

Addl. District Judge (Central)
Head of Office (HQs)
Tis Hazari Courts, Delhi

ANNEXURE-A

Note : 1. Proposed Saving Form to be submitted till : 30.09.2021
2. Documentary proof of proposed saving to be submitted till: 10.01.2022

PROPOSED SAVINGS FOR THE FINANCIAL YEAR 2021-2022

Sh./Smt./Ms. _____ S/o / D/o / W/o _____

Designation: _____ Employee Code/Pin _____ Mobile No._____

PAN No._____ Aadhar No. _____

E-mail ID (in capital letters) _____

Residential Address: _____ (Govt./Pvt./Rented)

(If accommodation rented, amount of rent paid along with rent receipt). Rs. _____

Address to which Rent rebate is being sought, is available in Service Book Record **(YES/NO)**

Option for Income Tax Calculation (kindly select one option) :

Option-I : New Tax Regime _____ ☐ (If opted New Tax Regime, no need to furnish proposed savings detail)

Option-II : Old Tax Regime _____ ☐ (If opted Old Tax Regime, kindly furnish proposed saving detail)

NOTE: Kindly choose one option, so that the tax can be computed and deducted accordingly. This option can be exercised only once in financial year and cannot be changed within that financial year. If no option choosed, the Income tax will be calculated and deducted as per the Old Tax Regime.

1. **Interest Income**
   (i) Interest of NSC Rs._____

2. **Deduction under chapter VI-A :**
   a) Physical disability of any dependent (Max. Rs. 75000/-) (u/s 80-DD) Rs._____
   b) Medical insurance maximum Rs. 25000/- as the case may be (u/s 80-D) Rs._____
   c) Savings u/s 80-C
      i) GPF /NPS Contribution Rs._____
      ii) CGEGIS/Group Insurance Rs._____
      iii) Life Insurance Premium/ Other Insurance Rs._____
      iv) PLI Rs._____
      v) ULIP/Mutual Fund/ NSC Rs._____
      vi) Repayment of HBA Rs._____
      vii) Accrues Interest on NSC Rs._____
      viii) PPF Rs._____
      ix) Tuition Fee Rs._____
      x) Any other (please specify) Rs._____

   Total (i to x) Rs._____

   Total admissible saving u/s 80-C (Limited to Rs. 1,50,000/-) Rs. _____

3. Interest on Housing loan (as per rule) Rs._____

Signature:_____

Name :_____
(IN BLOCK LETTERS)
Designation/Emp Code :_____

Posting_____

Contact No._____

Note : If saving documents, as mentioned in proposed saving form, are not submitted by 10.01.2022, the benefit will not be given and tax will be deducted at source as per record available in the office.

ANNEXURE - B

GUIDELINES FOR PROPOSED SAVINGS DECLARATION REGARDING COMPUTATION OF INCOME TAX FOR F.Y. 2021-2022.

In Finance Act, 2020, the Government has introduced a new Income Tax regime U/S 115BAC comprises a significant change in the tax slab rates. The taxpayers have been provided with an option whether they want to pay taxes according to the **NEW TAX REGIME** or they want to continue paying taxes according to the existing regime i.e. **OLD TAX REGIME.**

Rate of Income Tax as per New and Old Tax Regime for the FY-2021-2022 are given below:

Income Tax Slab	As per New Tax Regime	As per Old Tax Regime
Upto Rs. 2,50,000/-	Nil	Nil
Rs. 2,50,001/- to Rs. 5,00,000/-	5%	5%
Rs. 5,00,001/- to Rs. 7,50,000/-	10%	20%
Rs. 7,50,001/- to Rs. 10,00,000/-	15%	
Rs. 10,00,001/- to Rs.12,50,000/-	20%	30%
Rs. 12,50,001/- to Rs.15,00,000/-	25%	
Rs. 15,00,001/- and Above	30%	
	(Edu. Cess 4% of Income Tax)	(Edu. Cess 4% of Income Tax)
		(An amount of Rs. 12500/- or the amount of income tax, whichever is less is allowed as rebate under section 87A to a resident individual whose taxable income does not exceed Rs. 5 lakhs)

(C) **NEW TAX REGIME:** In the New Tax Regime, the tax rates are kept lower but no exemptions / deductions except Employer contribution in NPS (U/S 80CCD 2) is allowed for rebate of Income Tax. Major deductions which have been abolished in this tax regime are as follows:

1. Chapter VI deductions (LIC, PLI, Tuition Fee, PPF, Sukanya A/c, GPF / CPS contribution, FD NSC, Mutual Fund etc. or any other savings U/S 80C, 80CC & 80CCC).
2. Rent rebate of HRA exemption
3. Standard Deduction of Rs. 50,000/-
4. Deduction on account of Interest on Home Loan under the head "House Property".
5. Medical Insurance U/S 80D.
6. NPS contribution in Tier 1 upto Rs.50,000/- U/S 80CCD- (1B)
7. Income Tax Rebate upto Rs.12500/- or Actual Tax whichever is less U/S 87A

(D) **OLD TAX REGIME:** Under the old tax regime, the tax shall be calculated considering all deductions and exemptions allowed under Income Tax Act, 1961.

Note : 1. For claiming the HRA exemption, original rent receipt w.e.f. April-2021 to September-2021 may please be attached with the Proposed Saving Form. (**If total Rent paid Rs. 1,00,000/- or more during the financial year, it is mandatory to provide PAN card copy of Land lord failing which no rent rebate will be given. Rental address should be added in Service book for which rebate of HRA is claimed.)**

2. Benefit of HBA rebate will be given to those, who will submit Provisional Interest Certificate and undertaking with the proposed saving form that **he/she has self-occupied the property and in possession. Also clarify whether the Home Loan availed is single loan or joint loan. In case of joint home loan, HBA Rebate of only 50% will be given to the employee, if the concerned officer/official wants 100% HBA Rebate, then he/she should submit an undertaking that his/her spouse will not claim HBA Rebate.**