

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

**CIRCULAR**

**Sub: Calculation of Income Tax for the Financial Year 2023-2024 corresponding to the Assessment Year 2024-2025.**

The enclosed form may please be completed showing the details of actual/proposed saving for the period from 01.04.2023 to 31.03.2024, 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 reach this office latest by **10.09.2023**, so that income tax deducted at source may be apportioned from the salary w.e.f. **September-2023** onward. Moreover, the documentary proof of proposed savings to be submitted till 10.01.2024 positively.

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 default tax regime i.e. **NEW TAX REGIME**. Thus, for taking the benefit of **OLD 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.

- Note: 1. Proposed Saving Form to be submitted till 10.09.2023.**  
**2. Documentary proof of proposed saving to be submitted till 10.01.2024.**

Encl : Annexure-'A' & 'B'

10/08/2023  
(MURARI PRASAD SINGH)  
Judge Family Court (Central)  
Head of Office (HQs)  
Tis Hazari Courts, Delhi

No. 29672-29942/Accts./320/IT/2023

Dated : 10/08/2023

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 be 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 be 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 be brought to the notice of the staff posted in your department.
12. Sr. Administrative Officer(Judicial)/Administrative Officer (Judicial)/Sr. AO / AO / 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.

10/08/2023  
Judge Family Court (Central)  
Head of Office (HQs)  
Tis Hazari Courts, Delhi

- Note : 1. Proposed Saving Form to be submitted till : 10.09.2023  
2. Documentary proof of proposed saving to be submitted till : 10.01.2024

**PROPOSED SAVINGS FOR THE FINANCIAL YEAR 2023-2024**

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 (Default 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: Option-I (New Tax Regime) is the default tax regime as per Circular dated 05.04.2023 issued by Ministry of Finance, Deptt. of Revenue, Govt. of India. However, employee may also opt Old Tax Regime. 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 default tax regime i.e. New Tax Regime.**

- |    |  |           |
|----|--|-----------|
| 1. | <b>Interest Income</b>   |           |
|    | (i) Interest of NSC  | Rs. _____ |
| 2. | <b>Deduction under chapter VI-A :</b>  |           |
|    | a) Physical disability of any dependent (Rs. 75000/- or Rs. 125000/-) as the case may be (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) Accrued Interest on NSC   | Rs. _____ |
|    | viii) PPF  | Rs. _____ |
|    | ix) Tuition Fee  | Rs. _____ |
|    | xi) Any other (please specify)   | Rs. _____ |
|    | <b>Total ( i to x)</b>   | Rs. _____ |
|    | Total admissible saving u/s 80-C (Limited to Rs. 1,50,000/-)   | Rs. _____ |
| 3. | <b>Interest on Housing loan (as per rule)</b>  | 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 10.01.2024, 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. 2023-2024.**

Vide Finance Act, 2023, sub-section (1A) has been inserted in section 115BAC of the Income Tax Act, 1961 (the Act) to provide for a new tax regime with effect from the assessment year beginning on or after the 1st day of April-2024. As per sub-section (1A), the new tax regime is the default tax regime applicable to all persons (other than a co-operative society). However, under sub-section 115BAC of the Act, a person may exercise an option to opt out of this new tax regime.

Rate of Income Tax as per New and Old Tax Regime for the FY-2023-2024 are given below:

<b>Income Tax Slab</b>	<b>As per New Tax Regime</b>	<b>As per Old Tax Regime</b>
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)
	(A maximum rebate of Rs. 25000/- is allowed under section 87A, if the total income of an individual, who is opting for the new tax regime u/s 87A, is upto Rs. 7 Lakh.	(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)

(A) **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, PFI, 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

(B) **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-2023 to September-2023 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.**