5677

Computer

OFFICE OF THE DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTT., KARKARDOOMA COURTS, DELHI.

CIRCULAR

All the Judicial Officers and officials of Shahdara District are required to submit their proposed savings in prescribed performa enclosed as **Annexure "A"** for the period w.e.f. 1st April 2020 to 31st March 2021 latest by 30/09/2020 positively. They are also requested to follow the instructions given in **Annexure "B"** while filing the Proposed Saving Form, so that the Income Tax for the Financial Year 2020-21 may be calculated accordingly.

It is mandatory to all the employees to choose one option only so that the tax can be computed and deducted accordingly failing which there Income Tax will be calculated/deducted as per **OLD TAX REGIME** and in that case, the Judicial Officer/ Officials cannot claim **NEW TAX REGIME** during the Financial Year 2020-21 after the date given to submit the option. For taking, the benefit of **NEW TAX REGIME**, option form shall be submitted in time. No further reminder shall be issued in this regard.

S. K. Malhotra

(Sanjeev Kumar Malhotra)
Controlling Officer,
Shahdara District, KKD Courts,
Delhi.

No. 5067 **/Acctts./SHD/PB/2020 - 21** **Dated:** 21/09/2020

1. P.S. to Ld. Principal District & Sessions Judge, Central District (HQ), Tis Hazari Courts, Delhi, for kind information.
2. P.S. to Ld. Principal District & Sessions Judge, Shahdara District, with the request to circulate the same among staff posted in District & Sessions Judge Office.
3. All the Judicial Officers, Shahdara District, KKD Courts, Delhi with the request to circulate the same among the staff posted in their respective courts.
4. A.O. (Judicial)/ Branch In-charge, all Branches Shahdara District, KKD Courts, with the request bring the same to the notice of the staff posted in the Branches.
5. Website Committee, Computer Branch, Karkardooma Courts, Delhi.
6. R & I Branch, Shahdara District, KKD Courts, Delhi with the direction to upload the same on LAYERS.
7. Office Record

R. Kundoo

(Raj Kumar Kundoo)
Drawing & Disbursing Officer
Shahdara District,Kkd Courts, Delhi.

ANNEXURE-A

Note : 1. Submission of Proposed Saving Form, Last Date : 30.09.2020
2. Submission of documentary proof of proposed saving, Last Date 10.01.2021

PROPOSED SAVINGS FORM FOR THE F.Y.-2020-2021

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

Designation: _____ **Employee Code/Pin** _____ **PAN No.**_____

E-mail ID _____

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 (Please select one)

NEW TAX REGIME: ☐ _____ **OLD TAX REGIME:** ☐ _____

NOTE: It is mandatory to all the employees to 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 the Judicial Officer / Official does not submit their Proposed saving form / Option for Tax calculation, their Income tax will be calculated and deducted as per the Old Tax Regime.

(If opted Old Tax Regime, please furnish the saving detail as mentioned below).

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

2. **Deduction under chapter VI-A :**
   a) Physical disability of dependent (u/s 80-DD) (Max. Rs. 75000/-) Rs._____
   b) Medical insurance maximum Rs. 25000/- (u/s 80-D) Rs._____
   c) **Savings u/s 80-C**
   i) GPF /CPF 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 admissible saving u/s 80-C (Limited to Rs. 1,50,000/-) Rs. _____

3. Interest on Housing loan. Rs._____

Signature:_____
Name :_____
Designation/Emp Code :_____
Posting_____
Contact No._____

Note :

1. **If saving documents, as mentioned in proposed saving form, are not submitted by 10.01.2021, the benefit will not be given and tax will be deducted at source as per record available in the office.**
2. **Income from other source will not be taken into account for consideration by this office.**

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ANNEXURE - B

GUIDELINES FOR PROPOSED SAVINGS DECLARATION REGARDING COMPUTATION OF INCOME TAX FOR F.Y. 2020-21.

As per the Income Tax Act 1961 U/S 192, deduction of income tax is required to be made at source (TDS) by the employer on the estimated annual income keeping in view deductions / rebates admissible to employees under the Act failing which, penalty provision is there in Income Tax Act.

In Finance Act, 2020, the Government has introduced a new Income Tax regime U/S 115BAC the 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.

(A) OLD TAX REGIME: under the old regime, the tax shall be calculated considering all deductions and exemptions allowed under Income Tax Act, 1961 which were available till F.Y. 2019-20. Income tax slabs in this tax regime is as follows:

For Male/Female :-

Standard Deduction	:	Rs. 50000/-
Income Tax up to 250000	:	NIL
Rs.250001 to 500000	:	5% of amount that exceeds Rs.250000/-
Rs.500001 to 1000000	:	20% of amount that exceeds Rs.500000 plus Rs.12500/-
Above Rs.1000001	:	30% of the amount that exceeds Rs.1000000 plus Rs.112500/-
Education Cess	:	4% of the 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)

The following points may be kept in mind while furnished detail of proposed savings under old tax regime.

1. LIC/PLI policy premium receipts etc. may be produced as a proof of such payments and **if the policy is in the name of other than the Judicial Officer / Official, he/she undertake that the policy holder is his/her spouse/dependent.** In case of ECS payment for LIC/LIP etc. it will be considered only for the period to which payment actually has been made only.

2. Tuition fee slips (Quarterly / Monthly) of whole financial year should be submitted by all Judicial Officers / Officials before 10/01/2021failing which, benefit of Tuition fee will be given only for available receipts in this office.

3. For claiming the HRA exemption, original rent receipt w.e.f. April-2020 to September 2020 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 otherwise no rent rebate will be given. Rental address should be added in Service book for which rebate of HRA is claimed.)**

4. HBA benefit 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 loan availed is single loan or joint loan. In case of joint loan HBA Rebate of only 50% will be given to the Judicial Officer/Official, if the concerned officer/official wants 100% HBA Rebate, then he/she should submit an undertaking that her/his spouse will not claim HBA Rebate**.

NOTE: If the loaned property **is let out or not physically occupied by the officer/official** the benefit will not be given by office and the same shall be claimed by individual himself/herself.

If the loaned property and residence where the Officer / Official resides at present is in the same state/city, then this office will not give any HBA Rebate. The Judicial Officer/ Official may claim the same from income tax department.

5. In case of any other income (other than income from House Property) and Income tax deducted from any other source, employee needs to furnish the details in proposed saving form.

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(B) NEW TAX REGIME: Under the new tax regime, the income tax shall be calculated as per the slab rates mentioned below:

For Male/Female :-

Income Tax up to 250000	:	NIL
Rs.250001 to 500000	:	5% of amount that exceeds Rs.250000/-
Rs.500001 to 750000	:	10% of amount that exceeds Rs.500000 plus Rs.12500/-
Rs.750001 to 1000000	:	15% of amount that exceeds Rs.750000 plus Rs.37500/-
Rs.1000001 to 1250000	:	20% of amount that exceeds Rs.1000000 plus Rs.75000/-
Rs.1250001 to 1500000	:	25% of amount that exceeds Rs.1250000 plus Rs.125000/-
Above Rs.1500001	:	30% of the amount that exceeds Rs.1500000 plus Rs.187500/-
Education Cess	:	4% of the Income Tax

In this 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 the new 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

NOTE :

1. **It is mandatory to all the employees to 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.**
2. **If the Judicial Officer / Official does not submit their Proposed saving form / Option for Tax calculation, their Income tax will be calculated and deducted as per the Old Tax Regime.**

Those employees who are opting for **OLD TAX REGIME** are also required to furnish the saving details to be made during the financial year 2020 – 21 in prescribed proposed saving form. The Employees choosing **NEW TAX REGIME** are not required to provide detail of savings.

*** Before submitting the Proposed Saving, the Judicial Officers & Official have to ensure that the same has been filled up as per the instructions issued by this office as above and for more detail the Judicial Officers & Officials may go through the income tax guidelines for the F.Y. 2020-21.**

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