



INDIAN INSTITUTE OF PETROLEUM & ENERGY

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IPE/ Finance/ 2022-23/68

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CIRCULAR

SUBJECT: SUBMISSION OF INCOME TAX SAVINGS DOCUMENTS FOR THE F. Y 2022-23

For the purpose of assessment and regularization of Income Tax for the Financial Year 2022-23 (Assessment Year 2023-24) all the Faculty and Staff are requested to submit the following documents:-

(i) Proof of savings/ documents viz. Insurance premium receipt, NSC, Infrastructure Bond, PPF Bank statement, Housing Loan Certificate from bank, rent receipt, copy of House Owner's PAN Card in case rent paid more than Rs. 1 lakh per annum, etc., should be produced as per Annexure I (Enclosed).

(ii) Those employees who have produced "**Self Declaration**" earlier, should also submit Proof of Savings/ documents along with Annexure I failing which the "**Self Declaration**" submitted earlier shall be considered null and void and Tax Deduction at Source will be done accordingly.

It is therefore requested to submit the above documents (as applicable) duly completed in all respect on or before 20/12/2022 to regulate the Income Tax Deduction at Source during the current Financial Year. In absence of receipt of the aforementioned documents from the concern, the Income Tax will be deducted based on the available information at this end and any refund, if admissible, may be claimed from the Income Tax Department.


Dr B Murali Krishna
Registrar (I/C)

REGISTRAR

INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM

Distribution

To: Faculty & Staff

Info: Notice Board

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Annexure I

PROFORMA /SUMMARY OF PROOF OF SAVINGS FOR THE PURPOSE OF CALCULATION OF TAXABLE INCOME/INCOME TAX (FY 2022-2023 AY 2023-2024)

EMPLOYEE NAME: _____ DESIGNATION: _____

PAN NO. _____

PREFERRED TAX MODULE: OLD MODULE / NEW TAX MODULE (Strike out whichever is not applicable)

EXEMPTIONS CLAIMED FOR OLD TAX MODULE

Sl No.	Type of Savings	Section	Reference No. / Policy No.	Amount for the year	Whether proof submitted (Yes/ No)
1	INTEREST ON HOME LOAN	24(b)			
2	PRINCIPLE ON HOME LOAN	80C			
3	PUBLIC PROVIDENT FUND	80C			
4	NSC, BOND	80C			
5	MEDICAL PREMIUM	80D			
6	LIC/ PLI/ ELSS	80C			
7	BANK DEPOSIT UNDER TAX SAVINGS	80C			
8	SUKANYA SAMRIDDHI	80C			
9	DONATIONS	80G			
10	RENT PAID	10(13a)			
11	OTHERS				

I hereby declare the information stated above is true and correct and will inform immediately of any change in the above fact.

*Please note that mandatory contributions made towards NPS need not be mentioned separately.

Date:

Signature

 P/Sy
PO