



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

CIRCULAR No: No.IITKGP/ACCTTS/ITAX/2022-23/01

Date: 25.11.2022

Sub: Submission of Declaration Form for Deduction under Chapter VIA, 80C and others

All Faculty members, Officers, Staff and pensioners are hereby requested to submit Income Tax Declaration Form ONLINE for the Financial Year 2022-23 to claim deduction under Chapter VIA, 80C and others as per Income Tax Act (Extended to the responsibilities of DDO as per Income Tax Act) by using IIT KGP's ERP. Declaration Form is available under ERP as mentioned below for employees and also pensioners:

i) EMPLOYEE : ERP LOGIN → PIS → ONLINE APPLICATION → [REDACTED] DECLARATION FOR DEDUCTION UNDER CHAPTER VIA AND 80C FOR INCOME TAX CALCULATION

ii) PENSIONER : FORMER EMPLOYEE PORTAL → PENSIONER LOGIN → DECLARATION OF DEDUCTION UNDER CHAPTER VI-A FOR INCOME TAX

In order to process salary of each month by taking into account the eligible deduction, all the employees are requested to provisionally fill up the declaration form online through ERP. The submission of signed hard copy of the Declaration Form generated along with all documents (FY 2022-23 only) in support of claims for deductions need to be submitted to Accounts Section, **Employee Unit(Pay Bill Section) for Institute Employees and Pension cell for Pensioners.**

Signed Declaration form without supporting document will not be verified. No further revision of declaration will be allowed after 20th December, 2022, barring some exceptional cases.

It is pertinent to mention that, any premium or deduction due between Jan & Feb 2023 and declared in the undertaking has to be submitted by 15th February 2023. In the event of non-submission of supporting documents, the deduction will not be allowed and Final Tax will be calculated based on available documents only. Since, the Institute is following March-February as the annual salary disbursement cycle, the **Final tax instalment** for the financial year 2022-2023 will be deducted from the **Salary/pension upto February 2023.**

In case of any false declaration/fails to provide relevant documents in regards to payment of premium or any other deduction claimed, the institute without any notice will recover the tax amount along with penal interest in due course. In case of availing exemption on interest on house building loan u/s 24(b) employee has to provide provisional interest certificate provided by the banker at the time of submission of undertaking.

If any Faculty members/Officers/ Staff members wishes to deposit /invest under chapter VIA(80C,80CCC,80D etc) after 20th December 2022 but on or before 31st March 2023, the deduction for the same may be claimed by the individual at the time of filling his/her individual income tax return. However, an individual at his/her discretion may request for additional deduction of Income Tax for which provision is available in ERP.

Note: Please check your Income Tax scheme that is Old/New Tax regime before claiming deduction from ERP. Those are **under New Tax scheme, no tax benefits are allowed under Income Tax Act.** Institute Employees may send the mail to Employee unit (employeeunit@adm.iitkgp.ac.in) and pensioners to pension cell (pensioncells@adm.iit.kgp.ac.in) for change of their Income Tax scheme and this is valid upto 20th December 2022.


Registrar

To

1. All Head of the Departments/Centres/Schools/Sections/Units - for circulation
2. Chairman, ERP

Copy for information to: 1. Secretary, Office of the Director 2. Secretary, Office of the Deputy Director
3. Secretary, Office of the Registrar, 4. Deputy Registrar (A/Cs)