No. D-21013/83/2020-DC
Government of India
Ministry of Health and family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization
FDA Bhawan, Kotla Road, New Delhi-02

Dated: 11.09.2023

OFFICE MEMORANDUM

Subject: - Calculation of Income Tax for the Financial Year 2023-24- Regarding.

All the officers/staff are requested to furnish the details of probable income and savings qualifying for calculation of their Income Tax for the Financial Year 2023-24 in the prescribed proforma available in the **Income Tax option of PFMS** and **forward the same to DDO** for further processing. The self- attested proof for investment/deposits qualifying for rebate/deduction under Section 80C or any other section of Income Tax etc. may also be furnished to Cash Section, CDSCO(HQ) positively by 31.10.2023

2. Those who are availing Housing Rent Allowance Rebate are required to submit the Photocopy of PAN Card of Land Lord along with Rent Receipts during the period otherwise Rent Rebate will not be considered.

3. Those who are availing rebate of HBA principal paid & Interest on HBA paid are also required to submit the Provisional HBA Certificate from bank along with declaration of possession for the FY 2023-24 & self-occupied house certificate.

Enclosure: As above

(Pawan Kumar)
Deputy Director Admn.(Drugs)

CENTRAL DRUGS STANDARD CONTROL ORGANIZATION (HQ)
FDA BHAWAN, KOTLA ROAD, NEW DELHI

Form no. 12BB (see rule 26C)

Declaration Form for the F.Y. **2023-24** (A.Y. **2024-2025**)

Emp.ID: **NAME:** **DESIGNATION:**

DIVISION: **PAN NO.:**

Tax Calculation (please tick one option) ☐ **Old Tax Regime** ☐ **New Tax Regime**

No.	Sections	Particulars of Investments/Deduction		Total Amount
1.	10(13A)	Rent Paid (For HRA exemption, employees should provide self-attested copy of rent agreement and rent receipts/Bank statement for all months i.e. from April 2023 to March 2024). **Enclose photocopy of PAN of Landlord where Rent per month is above Rs. 8333/-**		
2.	24(1)(b)	Interest on Housing Loan up to Rs.2,00,000/- (Rs.3,00,000 for senior citizen)		
3.	80C	**Particular**	**Investment Amount in Rs.**	
		PPF/GPF		
		LIC (Certify that the policy/policies is/are paid by self only)		
		Sukanya deposit		
		GIS/NSC		
		Tuition Fee (other than reimbursed by office)		
		NPS (other than deducted by office)		
		Post office time deposits		
		Repayment of principal amount of housing loan/HBA		
		Any other allowed Investment if any, specify		
		Additional Deduction u/s. 80CCD(1B) (upto Rs. 50,000/-)		
4.	80D	Medical Insurance Premium, including premium for parents (Max. Limit Rs.25,000/-).If self or parents are senior citizen then max limit of Rs. 50,000/-		
5.	80DD	Maintenance / Treatment of Handicapped dependent or deposit for maintenance of Handicapped dependent who is person with disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% and above).		
6.	80E	Interest on a loan taken for higher education max. 8 years.(no limit).		
7.	80EEB	Deduction for Interest on Loan taken to Buy Electrical Vehicle during 01.04.2019 to 31.03.2023 (Max Rs. 150,000/-)		
8.	80G	Donation should be made only to specified Fund (Prime Minister's Relief Fund, Chief Minister's Relief Fund or Lt. Governor's Relief Fund). Rebate for any other donation should be claimed directly.		
9.	80U	Physical Disability (max. Rs.75,000/- for disability and Rs.1,25,000/- for severe disability 80% or more) please attach certificate.		

DECLARATION

I hereby declare that the particulars given on pre-page/above are correct and complete in all respect. I may be allowed appropriate tax rebate while calculating my tax liability of Financial Year 2023-24 (Assessment Year 2024-25).

The self-attested documentary proof for claiming the benefits of various savings / investments already made or likely to be made, will be submitted by 31st October 2023, failing which the tax may be recovered from me by nullifying the savings / investments stated in declaration form.

I hereby state that the claim of deduction shown above is in my name and if it is in joint account then it is declared herewith that the other claimant will not claim it in his/her ITR.

In case of payment/ contribution/ investments, I will produce the original document for verification, whenever it will be asked for.

Last date of submission of Declaration Form: 31st October, 2023

Note: Tax (tentative) will be deducted on the basis of above declaration up to March, 2024. From November 2023 onward, tax will be deducted as per applicable rates, if details of savings supported with self- attested documentary proof are not submitted by 31st October 2023.

Signature of the Employee

Date