

I/126526/2023



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विलिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



ISO/IEC 17025:2005 Accredited & ISO 9001:2015 Certified

F.No.7-1/2023-Bills

Date: 05.10.2023

**CIRCULAR**

Sub: Income Tax for the Financial Year 2023-24 (Assessment Year 2024-25) - reg.

The proforma for furnishing the information on Income Tax due during the Financial Year 2023-24 (Assessment Year 2024-25) is attached. All Officers/Staff members/Research Fellows/Research Associates whose income falls under IT net are requested to furnish the details of the pay and allowances including honorarium/OTA received from this Institute/other Institute, Tuition Fee etc. and any other income received by them during the Financial Year 2023-24. The statement duly filled in along with supporting documents for tax exemption if any, may be submitted to the Drawing and Disbursing Officer/Bills Section, ICAR-CIFT, Kochi-29 **on or before 20<sup>th</sup> October, 2023** for verification and effecting recovery towards Income Tax from October 2023 Salary Bill. **Any submissions after 20<sup>th</sup> October 2023 will only be effective from the salary of November 2023 onwards.**

*It should be noted that as per orders from the IT Department, there are **two schemes** for calculating the income tax. Both the calculation sheets for the schemes **can be downloaded from the official website of the institute**. The official may choose whichever scheme is beneficial to them and submit the duly-filled form. It is also to note that once the form is submitted, **the scheme cannot be changed** for the current financial year.*

All Officers/Staff members/Research Fellows/Research Associates whose income falls under IT net are requested to furnish their **correct permanent Account Number (PAN)** in the above mentioned proforma to the Drawing and Disbursing Officer/Bills Section, so as to enable to credit their Income Tax deducted to Income Tax Department correctly.

This is issued with the approval of the Director.

Encl: Specimen copy of proforma

**Asst. Administrative Officer (Bills) &  
Drawing & Disbursing Officer**

Copy to:

1. The HOD, FT/FP/B&N/EIS/Engg/MFB/QAM at ICAR-CIFT, Kochi-29
2. The SIC, Mumbai/Veraval/Vizag Res. Centres of ICAR-CIFT
3. The CAO/SF&AO/OiC (OL)/AO-1/AO-2 at ICAR-CIFT, Kochi-29
4. The AAOs –Establishment/Coordination/S&P/Bills at ICAR-CIFT, Kochi-29
5. The OiC, Lib/PME Cell/AKMU/CO(V) at ICAR-CIFT, Kochi-29
6. PS to Director, ICAR-CIFT, Kochi-29
7. Secretary, IJSC, Official Side/Staff Side at ICAR-CIFT, Kochi-29
8. Notice Board