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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029
ISO/IEC 17025:2017 Accredited & ISO 9001:2015 Certified



F.No.7-1/2024-Bills

Date: 27.10.2025

CIRCULAR

Sub: Income Tax for the Financial Year 2025-26 (Assessment Year 2026-27) – reg.

The proforma for furnishing the information on Income Tax during the Financial Year 2025-26 (Assessment Year 2026-27) is attached. All Officers/Staff Members/Research Fellows/Research Associates whose income falls under IT Act 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 2025-26. 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 10th November, 2025 for verification and effecting recovery towards Income Tax from October 2025 salary bill. Any submission after 10th November, 2025 will only be effective from the salary of December 2025 onwards.

It should be noted that as per orders from 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 Act 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 ICAR-CIFT, Kochi.

Encl: Specimen copy of proforma

V-2
30/10/25
Asst. Administrative Officer (Bills) &
Drawing and Disbursing Officer

Copy to:

1. The HOD, FT/FP/B&N/EIS/MFB/QAM at ICAR-CIFT, Kochi-29
2. The SIC, Mumbai/Veraval/Vizag Res. Centres of ICAR-CIFT
3. The SAO/SF&AO/OiC (OL)/AO at ICAR-CIFT, Kochi-29
4. The AAOs –Estt. /Cdn. /Stores/Purchase/Bills, E&M at ICAR-CIFT, Kochi-29
5. The OiC, Engg. /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.