



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
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ISO/IEC 17025:2005 Accredited & ISO 9001:2015 Certified

No.F.7-1/2020-Bills

Dated: 29.09.2020

**CIRCULAR**

Sub: Income Tax for the Financial Year 2020-21 and Assessment Year 2021-2022 - reg.

The proforma for furnishing the information on Income Tax due during the Financial Year 2020-21 and Assessment Year 2021-22 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, Bonus etc. and any other income received by them during the Financial Year 2020-21. The statement duly filled in along with supporting documents for tax exemption if any, may please be submitted to the Drawing and Disbursing Officer/Bills Section, CIFT, Kochi-29 **on or before 15<sup>th</sup> October, 2020** for verification and effecting recovery towards Income Tax from October 2020 Salary Bill.

*It should be noted that as per new 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. 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.

Encl: Specimen copy of proforma

**Asst. Administrative Officer (Bills)**

Copy to:

1. The HOD, FP/FT/QAM/MFB/ENGG./B&N/EIS
2. OIC AKMU/OIC Technical Section/OIC,LIB./Co-PIs of Projects/NAIP Section
3. SAO/AO/AAO(Estt.)/AAO(B)/AAO(CDN)/AAO(P)/AAO(I)/DD(OL)/  
Fin.&ACO./PS to DIRECTOR
4. Estt./Bills/Store(P)/Store(I)/Cdn./Audit& Accts.
5. The Scientist-in-Charge, Visakhapatnam/Veraval/Mumbai
6. Secretary Staff side,IJSC
7. Notice Board