



कार्यालय ,रक्षा लेखा नियंत्रक  
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Office of the Controller Of Defence Accounts  
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No. AN/PAY/GPF/Corres

Date: 02.03.2021

**(IMPORTANT CIRCULAR)**

To,  
All the sub-offices under CDA, Secunderabad  
All the sections in Main Office.

**Subject : Change in GPF Subscription and Deduction of Income Tax for the FY 2021-22**


It is enjoined upon all the officers/ staff of this organization to furnish the following details in the prescribed format as shown below **by 15<sup>th</sup> March 2021** positively.

1. Change in GPF Subscription w.e.f 03/2021, if any, for the year 2021-22 may be submitted. It may also be ensured that GPF subscription should be within the maximum/ minimum limit permissible as per GPF Rules.
2. In pursuance of Section 192(1) of IT ACT, 1961, the drawing and disbursing officer is entrusted with the duty of deduction of Income Tax on the salaries paid to employees during the financial year and the income tax from salaries is to be computed on estimated basis at the beginning of each financial year.

Name of the Office/ Section:					
Details regarding change in GPF Subscription & IT w.e.f 03/2021 for FY 2021-22					
SI No.	Account No.	Name & Designation	GPF Subscription	IT recovery	Signature
01	02	03	04	05	06

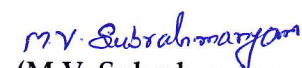
In view of the above, all the officers and staff under the purview of CDA, Secunderabad are requested to mention the amount of GPF subscription and Income Tax to be deducted as per their estimated income commencing March 2021 in the above format.

The contents of the circular may please be brought to the notice of all the officers/ staff working in your section/ office, including those on leave and their signatures in token of having noted the contents may be obtained and kept on record.

  
(S. Vatsala)  
ACDA (AN-PAY)

Copy to:  
The AO  
EDP (Local)

For uploading in website

  
(M.V. Subrahmanyam)  
Senior Accounts Officer (AN-PAY)