



No. AN/PAY/5022/IT/Corres

Date: 14.10.2025

**(IMPORTANT CIRCULAR)
(INCOME TAX FOR THE FY 2025-2026)**

Subject : Deduction of Income Tax at Source for the AY-2026-2027

Attention is drawn to this office Important Circular dated 06.03.2025 wherein all Officers and Staff serving under CDA, Secunderabad who have opted for Old Tax Regime under Section 115BAC of Income Tax Act, 1961, amended in Finance Bill, 2025, had been requested to forward the Income Tax Saving Documents (like Rent Receipts, LIC Premium Receipts, PPF Receipts, Provisional Payment Certificate for Home Loan, Tuition Fee Receipts etc) duly self attested with details such as Name Personal A/c No. However, the same have not been received till date.

It may be ensured that the officers and staff opting for 'Old Tax Regime' submit their Income Tax Saving Documents (like Rent Receipts along with rent agreement/Form 16B generated in traces of the individual paying rent where the total rent paid for the FY is in excess of Rs. 24000/- as per sanction 194-I of Finance Bill, LIC Premium Receipts, PPF Receipts, Provisional Payment Certificate for Home Loan, Tuition Fee Receipts etc) along with an application duly specifying all the documents attached which should be forwarded by the Officer I/C of the office/section **on or before 31st Oct,2025** to enable this office to arrive at the tax liability correctly and affect recovery of Income Tax, as per section 192(1) of IT ACT, 1961.

It may please be noted that in the event of non-receipt proof of savings, if any, by the above date, this office will be constrained to recover of Income Tax as per the Income Tax Liability in four equal installments from Nov 2025.

The contents of this circular may please be brought to the notice of all the officers and staff working in your office, including those on leave.

(Nikhil Dubey)

Deputy Controller (AN-Pay)

To,
All the Sections in Main Office
All sub-offices under CDA, Secunderabad
The CDA (IT&SDC), Secunderabad
EDP Section Local-for uploading in Website