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Sanjay Gandhi Post Graduate Institute of Medical Sciences
संजय गाँधी स्नातकोत्तर आर्युविज्ञान संस्थान, लखनऊ

Rae-Bareli Raod,
 Lucknow-226014 (INDIA)

Ref.No.PGI/Salary/410/2013/RSD-5903/13/776/2025

Dated: 13/01/2025

CIRCULAR

Sub: Submission of self-attested copies of savings / investments / for computation of income tax for the financial year 2024-25 (Assessment Year 2025-26) W.E.F 15.01.2025 - reg.

1. Kind attention is invited to all the Faculty Members/Resident Doctors/Officers and Staff of the Institute to exercise their option of Tax Regime and submit income tax savings /investment documents (rent receipts, premium, PPF paid receipts, home loan principal / interest paid statements, tuition fee receipts etc.) for computation of income tax on salaries for the financial year 2024-25 (Assessment Year 2025-26) to Finance & Accounts section latest by 25.01.2025. In case no self-attested copies are received by stipulated date, it will be assumed that no savings / contributions / investments are made and accordingly tax liability will be calculated without considering savings / investment. Those who wish to exercise their option for new tax regime may please ignore this circular.

2. The details of name, designation, PAN number, employee ID may be mentioned while submitting self-attested copies. It is also to mention that once income tax deducted at source, no refund at Institute's level be possible, hence all are requested to kindly take a note of it.

4. Income generated outside of the Institute and TDS made thereon will not be considered. Further, withdrawal from GPF involves clearance from Treasury and due to closure of financial year and as advised by the Treasury, GPF withdrawal application (Refundable/Non-Refundable) will not be processed during the month of March 2025.

6. In case of any discrepancy the concerned may contact salary section at intercom no.4440/4046/4054/4188/4442/4049.


 (Dr. Adarsh Srivastava)
 Accounts Officer

Copy to followings for information:-

1. Director.
2. All HOD's with request to kindly bring the contents of this circular to the notice of all staff working under their control.
3. CMS/MS/In-Charge,ATC/Principal CON/ER/JD(A)/CNO.
4. HOD,BHI with request to kindly upload on Institute's website
5. AAO/All Jr.A.O's of Salary section for compliance of the circular.
5. All notice board


 (Dr. Adarsh Srivastava)
 Accounts Officer