**Form for Increase / Decrease of GPF Subscription / Income Tax Deduction / Other component of Salary**

|  |  |
| --- | --- |
| Name & ID No. of the Employee |  |
| Designation :  |  |
| Place of Posting : |  |
| GPF Account No. : |  |
| Present GPF Subscription/Income Tax Deduction / Other Component :  | Rs. |
| Revised GPF Subscription \* w.e.f. the month of ………………….. | Rs. |
| Instance of increase / decrease of GPF subscription in current financial year (1st / 2nd) |  |
| Revised Income Tax Deduction | Rs. |
| Reason for change in Income Tax Deduction along with supporting documents :-  |  |
| Any other change requested :-  |  |

\* GPF subscription may be increased two times and decreased one time only in a financial year.

Signature …………………………………

Name …………………………………………………..

Date……………………………. Mob No……………………………………………….

**For office use only**

The above mentioned official has requested for change in GPF Subscription / Income Tax Deduction / ……………………………………………..

The increase / decrease in GPF subscription has been requested for ………… (1st/2nd) time in the current financial year as per PBR for the current financial year.

Accordingly, the above change may / may not be made w.e.f. the month of ………………

|  |  |  |
| --- | --- | --- |
| Dealing Assistant | DDO | Head of Office |