

Madam/Dear Sir,

As per Finance Act 2023, New Tax Regime has been made as default tax regime for all employees/pensioners. However, option has been provided at HRMS Portal to change the taxation option, which can be exercised only once during the Financial Year. Path to change the option in HRMS Portal is as under:

Employees: Employee Self Service → Earning/Salary → Salary Slip/IDF → Taxation Option

Pensioners: Pensioners' Self Service → IDF/Form 12BB → Taxation Option

Please select your option after due consideration as option once exercised cannot be modified during the current Financial Year.

Regards,

Team HRMS