



**OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE  
CHENNAI NORTH COMMISSIONERATE  
26/1, UTHAMAR GANDHI SALAI, NUNGAMBAKKAM, CHENNAI- 600 034**

**C.No. II/39/16/2018-Bills**

**Dated: .11.2018**

**SUB: IT Calculation Worksheet for the FY 2018-19 (AY 2019-20) –  
Submission – Reg**

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In order to enable accounts section to create IT sheets for all officers/staffs of Hqrs, Chennai North Commissionerate for the FY 2018-19, the officers are required to submit FORM 12BB (specimen uploaded at [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in)) enclosing respective photocopies as proof of payments for the exemptions claimed as tabulated below on or before 15.11.2018.

<b>Exemption Claimed</b>	<b>Photocopy to be enclosed</b>
<b>Rent</b>	Photocopies of Rent Receipt(s)/Lease agreement with details of house owner. (NOTE: PAN of the owner should be quoted in case of annual rent paid exceeding Rs. 1,00,000/- (Rupees One Lakh))
<b>Interest on Home Loan</b>	Photocopies of Certificate of repayment of interest & principal, issued by the concerned bank/institution. In case of department's HBA, worksheet for accrued interest is to be submitted. (NOTE: Amount paid in r/o HBA INTEREST will not be taken for deduction under this Section as the interest on HBA is allowable as a deduction only ON ACCRUAL BASIS and NOT ON ACTUAL BASIS).
<b>Deductions under Chapter VI-A</b>	Photocopies of Proof of payments/Particulars of payments (NOTE: proof of payments towards GPF, CGEGIS, LICSSS, Dept. HBA Principal is not required)

2. It is further informed that, if Form 12BB along with required details are not submitted by 15.11.2018 appropriate tax as computed based on available pay records, will be deducted as TDS from the salary of the officer concerned, without any prior intimation (as per sec.192 of IT act).

**SANDHYA SURESH  
ADMINISTRATIVE OFFICER (DDO)  
CHENNAI NORTH COMMISSIONERATE**

**To**

All the Officers of Chennai North Commissionerate

**Copy to:**

The Superintendent, Computer Section (For displaying the circular at office website).  
The Notice Board

**FORM NO.12BB**

(See rule 26C)

1. Name and address of the employee:	
2. Permanent Account Number of the employee:	
3. Financial year:	

**Details of claims and evidence thereof**

Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord  Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A (A) Section 80C,80CCC and 80CCD (i) Section 80C (a) ..... (b) ..... (c) ..... (d) ..... (e) ..... (f) ..... (g) ..... (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (i) section..... (ii) section..... (iii) section..... (iv) section..... (v) section.....		

**Verification**

I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.

Place.....	
Date.....	(Signature of the employee)
Designation .....	Full Name