



Phone No. 28335015/28335067
Fax No. 044-28331050/1015
email : cexchn@nic.in

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
TN & PUDUCHERRY
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI – 600 034**

C.No.II/19/01/2016-CCO (Accounts)

Date:29.09.2020

Sub : IT Calculation Worksheet for the FY 2020-21 (AY 2021-22)
– Submission – Reg.

All Officers under the Pr.CCO Accounts payroll are requested to submit online the dully filled PFMS-EIS- Income tax – tax calculation with details of savings for the FY 2020-21.

2. Officers are also required to submit hard copy of FORM 12BB (specimen uploaded at www.centralexcisechennai.gov.in) enclosing respective photocopies as proof of payments for the exemptions claimed as tabulated below:

Exemption Claimed	Photocopy to be enclosed
Rent	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))
Interest on Home Loan	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.)
Deductions under Chapter VI-A	Photocopies of proof of payments / Particulars of payments (NOTE: Proof of payments towards GPF, CGEGIS, LICSSS, Dept. HBA Principal is not required)

3. Officers are requested to intimate to the AO, Bills Section regarding change in TDS recovery/GPF Subs on or before 9th of October 2020.
4. Due date for submitting hard copy of 12BB along with photocopy for proof of payments at Pr. CCO-Accounts sections 09.10.2020.
5. It is also informed that, the appropriate tax as computed by PFMS-EIS-Income Tax will be deducted as TDS from the salary of the officer concerned (as per Sec.192 of IT act).

R. Shantha
(R SHANTHA)
CHIEF ACCOUNT OFFICER

Encl: 1) Form 12 BB Pr. CCO, CHENNAI

To

The All the Officers of Pr. CCO, TN&PUDUCHERRY

Copy to : The Superintendent-Computer Section (for displaying the circular at office website.)

Copy to : 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			
SI No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	<p>House Rent Allowance:</p> <p>(i) Rent paid to the landlord</p> <p>(ii) Name of the landlord</p> <p>(iii) Address of the landlord</p> <p>(iv) Permanent Account Number of the landlord</p> <p>Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees</p>		
2	Leave travel concessions or assistance		
3	<p>Deduction of interest on borrowing:</p> <p>(i) Interest payable/paid to the lender</p> <p>(ii) Name of the lender</p> <p>(iii) Address of the lender</p> <p>(iv) Permanent Account Number of the lender</p> <p>(a) Financial Institutions(if available)</p> <p>(b) Employer(if available)</p> <p>(c) Others</p>		
4	<p>Deduction under Chapter VI-A</p> <p>(A) Section 80C,80CCC and 80CCD</p> <p>(i) Section 80C</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p> <p>(ii) Section 80CCC</p> <p>(iii) Section 80CCD</p> <p>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</p> <p>(i) section.....</p> <p>(ii) section.....</p> <p>(iii) section.....</p> <p>(iv) section.....</p> <p>(v) section.....</p>		
Verification			
I,.....,son/daughter of..... do hereby certify that the information given above is complete and correct.			
Place.....		(Signature of the employee) Full Name	
Date.....			
Designation			