

**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: 08.10.2018

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

All Officers under the Pr.CCO Accounts payroll are required to submit the completely filled and duly signed IT calculation worksheet for the FY 2018-19 at Pr. CCO-Accounts section on or before the due date.

2. Officers are also required to submit 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 submit representations regarding change in TDS recovery GPI Subs on or before 10th of the month at Accounts section.

4. Due date for submitting IT calculation worksheet at Pr. CCO-Accounts section is ~~22.10.2018~~.

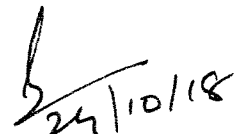
5. It is informed that, if the IT calculation sheet is not available at Accounts section, the appropriate tax as computed based on the available pay records by this section, will be deducted as TDS from the salary of the officer concerned during the months of November and/or December and/or January and/or February 2019 without any prior intimation (as per sec.192 of IT act).

6. All Officers are advised to use the Income Tax Worksheet (Blank Template) uploaded at www.centralexcisechennai.gov.in to calculate the Income Tax for the FY 2018-19.

Encl:1) Income Tax Worksheet (Blank Template)

2) Form 12 BB

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[N. CHANDRASEKARAN]
CHIEF ACCOUNTS OFFICER
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			
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.....		(Signature of the employee) Full Name	
Date.....			
Designation			