



1st November, 2018

CIRCULAR

In terms of Section 192 of the Income Tax Act, 1961, all concerned salaried officials are required to pay Income Tax at source. Accordingly, all concerned officials of Tea Board are hereby requested to forward relevant information as per prescribed proforma- Form 12 BB enclosed herewith to Accounts Officer(Pay) Tea Board, H.Q., Kolkata. Copies of the duly filled in Form 12 BB may be scanned and send to the following email id: finpaysection@gmail.com latest by 15th November, 2018 positively.

The information requested as per enclosed Proforma shall be used to determine the quantum of Income Tax to be deducted from all the concerned official's salary for the period 2018-19. In the event of non-receipt of information within the stipulated date, it shall be presumed that they have no other outside savings for the financial year 2018-19. All the concerned officials are also requested to quote their PAN no. in the enclosed proforma.

This may kindly be treated as Most Urgent.

Encl : As stated.

(Seema Tiwary)
Accounts Officer(Pay)

Distribution

✓ For uploading in the Board's website for information of all concerned

Pay section: Please email to all ZO's/RO's for further circulation
System Analyst: for uploading in website etc.

1/11/2018

FORM NO.12BB

(See rule 26C)

1. Name, Employee code and address of the employee: (Mandatory)			
2. Permanent Account Number of the employee: (Mandatory)			
Mobile no. & E-mail id. (Mandatory)			
3. Financial year : 2018-19			
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 <div style="text-align: right;">(a) (b) (c) (d) (e) (f) (g)</div> (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.....

Designation

(Signature of the
employee)
Full Name