



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

Website: www.teaboard.gov.org
E-mail: teaboardfin@gmail.com

Phone No. 033-22351331
Fax. No. 033-2221-5724

Ref No.: Fin/IT/Form12BB/2019-20

Dated: 23/10/2019

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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 12BB** enclosed herewith to Accounts Officer (Pay), Tea Board, H.Q., Kolkata. Copies of the duly filled in Form 12BB may be scanned and send to the following email id only: finpaysection@gmail.com **latest by 15th November, 2019** positively. In case of any query please contact: Shri Majhar Alam-9830175704.

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 financial year 2019-20. In the event of non-receipt of information within the stipulated date, it shall be presumed that official concerned have no other outside savings for the financial year 2019-20. All the concerned officials are also requested to mandatorily quote their PAN in the enclosed proforma along with email id. Since henceforth soft copy of Form 16 will be send by e-mail to the individual concerned.

This may kindly be treated as most urgent.

Encl: As stated.

(Seema Tiwary)
Accounts Officer (Pay)

Distribution

Pay Section: For sending email to all Zonal/Regional for further circulation.
System Analyst: For uploading in the Board's Website.

FORM NO. 12BB

(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee:
2. Permanent Account Number of the employee:
3. Email Id & Mobile No(Mandatory).:
4. Financial year: 2019-20:

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:.....”;		