

ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD 671 124, KERALA

No.F.20(25)IT/2017-Bills(Vol.IX)

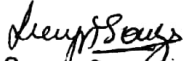
Date:30.11.2017

CIRCULAR

Sub: Income Tax for the year 2017-18 (Assessment Year 2018-19) - reg.

Income Tax on salaries and other earnings for the financial year 2017-18 (Assessment Year 2018-19) is to be worked out and tax deducted on a monthly basis from the salary of officials whose income exceeds the prescribed limit. All the officers and staff including temporary staff working under the scheme of this Institute are requested to furnish necessary details in the enclosed Form 12BB to this office on or before 15.12.2017. Proof of savings/Statements/house rent receipts are required to be furnished, if exemption/rebate is claimed.

Since March 2017, tax proportionate to the tax paid for the financial year 2017-18 is being deducted from the salary of all concerned. If the information called for above is not furnished by 15.12.2017, the tax will be calculated based on the details available with the office and income tax will be recovered accordingly. Those who are not having the PAN No. are requested to obtain the same to avoid Income tax recovery @ 20%.


सहायक प्रशासनिक अधिकारी (बिल)
Drawing & Disbursing Officer
Assistant Administrative Officer (Bills)
केन्द्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड
Central Plantation Crops Research Institute, Kasarag

enclosed: Form 12BB

Copy to: All Heads of Divisions/PI/Sections, CPCRI, Kasaragod for circulation
among all officers and staff.

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	<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 style="padding-left: 40px;">(i) Section 80C</p> <p style="padding-left: 80px;">(a)</p> <p style="padding-left: 80px;">(b)</p> <p style="padding-left: 80px;">(c)</p> <p style="padding-left: 80px;">(d)</p> <p style="padding-left: 80px;">(e)</p> <p style="padding-left: 40px;">(ii) Section 80CCC</p> <p style="padding-left: 40px;">(iii) Section 80CCD</p> <p>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</p> <p style="padding-left: 40px;">(i) section.....</p> <p style="padding-left: 40px;">(ii) section.....</p> <p style="padding-left: 40px;">(iii) section.....</p> <p style="padding-left: 40px;">(iv) section.....</p> <p style="padding-left: 40px;">(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			