

CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
CASH & BILLS

CIRCULAR

F.No.DDO(TDS)/2018-19 C&B

Date.03.01.2019

Sub: Furnishing of documentary evidence in Form 12BB of Income Tax.

All CRIDA Employees including Regular Employees, Contractual Staff, Casual Labours are to furnish a documentary evidence for declarations to the Drawing and Disbursing Officer in respect of Income Tax Deductions. The Drawing and Disbursing Officer will consider these declaration and supporting evidence while calculating TDS on Salary. CBDT has vide its notification No. 30/2016 prescribed Form No.12BB for the purpose of estimating income or computing the tax deduction at source w.e.f 01.06.2016.

For HRA exemption Original Rent receipt for the FY 2018-19 mentioning that employee is residing for the past one year need to be submitted. Whenever the employee changes the house, rent receipt must be produced for each change.

A declaration is to be submitted by the employee for the period from **Jan-19 to March-19** stating that Rent receipt is not provided / Rent not yet paid.

Landlord's PAN Xerox Copy being mandatory on the rent receipt in case the rent paid is more than Rs.8333/- per month.

Rent receipt with revenue stamp is compulsory.

In case of Home Loans Photo copy of the Latest Interest Certificate issued by the Bank (Mentioning complete details of Interest & Principal amount paid/payable during the financial year) needs to be submitted. If the statement includes only amounts paid till a particular date, request the bankers to provide the projection for the balance period of the year.

If employee claiming home loan exemption on second home, provide the details of Income from House property of the first home.

Employees must submit the completion certificate of the house property against which deduction is claimed either from the builder or through self-declaration from the employee.

Copy of the investments proofs (eg. 80C and Chapter VIA documents) needs to be submitted again to the current employer even if it is submitted to the previous employer).

The employees who are claiming deduction in respect of physically handicapped u/s 80U should produce Certificate issued from a doctor (who is a physician, a surgeon, an oculist or a psychiatrist) which is issued in 2018-19 financial year in the Form 10-IA format is required to be submitted. If the certificate date is before the beginning of this financial year then the exemption will not be given.

Please note that, total actual amount need to be updated in Form 12BB sheet by section wise, so that payroll team can update the accurate data in payroll engine.

Form 12BB must be submitted by 10th of January, 2019.

Note: Form 12BB is available at Room No.108 and also available at CRIDA website.

Kalpana D
03/01/19
Drawing & Disbursing Officer
CRIDA