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**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: 03.11.2017

Sub: - IT Calculation Worksheet for the FY 2017-18 (AY 2018-19) – Submission – Reg.

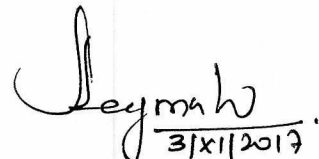
All Officers under the Pr. CCO Accounts payroll are required to submit the completely filled and duly signed IT calculation worksheet for the FY 2017-18 at Pr. CCO-Accounts section on or before the due date.

2. Officers are also required to submit FORM 12BB (specimen uploaded at [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in)) enclosing respective photocopies as proof of payments for the exemptions claimed as tabulated below:

<b>Exemption Claimed</b>	<b>Photocopy to be enclosed</b>
<b>Rent</b>	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))
<b>Interest on Home Loan</b>	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.)
<b>Deductions under Chapter VI-A</b>	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/GPF 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 10.11.2017.**
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 December and/or January and/or February 2018 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](http://www.centralexcisechennai.gov.in) to calculate the Income Tax for the FY 2017-18.

Encl: 1) Income Tax Worksheet (Blank Template)  
2) Form 12 BB

  
[JEYASANKAR C]

CAO, Pr. CCO

To

The All the Officers of Pr. CCO, TN&PUDUCHERRY

Copy To

1. The Superintendent - Computer Section  
(for displaying the circular at office website.)
2. The Notice Board