

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
TAX SECTION

Dt.11.03.2021

C I R C U L A R N O: 6/2020-21

As per the Income Tax Act, the Officers/employees/Pensioners have to furnish the details of claims and evidence/proof thereof in the Form 12BB based on which the Income Tax deduction shall be allowed from the respective salary. All the Officers/Employees are requested to furnish the details for the Financial Year 2021-22 to Pay Bill Section for computation of Income Tax through the system.

The Pay Bill Section shall compute tax as per the declaration received in Form 12BB. In regard to the evidence/proof/particulars mentioned in Column 4 of Form 12BB, all the Officers/Employees who are availing the facilities of exemption under Income Tax Act, may submit the proof of documentary evidence to Pay Bill Section by 31st January of the relevant Financial year (For example for Financial Year 2021-22, the details to be given on or before 31.1.2022).

The Income Tax shall be recovered based on the evidence/proof submitted for declaration made in Form 12BB by the Officers/Employees/Pensioners of the Port and any evidence/proof not received for the declaration before the Closing date ie, 31st January of the relevant Financial year, such exemption shall not be considered and accordingly income tax shall be re-computed and recovered from their respective salary.

Hence, all the Officers/employees/Pensioners are requested to submit the Form 12 BB along with evidence/proof within the due date as mentioned above. Please note that delayed submission of evidence/proof will not be considered for exemption under income tax and the same may be claimed from the Income Tax Department directly by the Officers/Employee/Pensioners while filing the returns.

This issues with approval of Competent Authority.


Accounts Officer (Tax)

To

1. All Heads of Department
2. Copy to : (i) PA to Chairman (ii) PA to Deputy Chairman