

**FORM NO--12BB( See rule-26C)**

Saving particular for the F.Y. 2024-25

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

**CATEGORY :- EXE/ M.R/D.R ( only for CCL(Hq) employees)**

P-1

Name of Employee			
PIS NO-			
Department			
Parmanent Account Number of the employee(PAN)			
Mobile No			
<b>Income Tax Slabs Option( please Tick)</b>			
1	Old Tax Regime ( with saving benefits)		
2	New Tax Regime ( without saving benefits)		
<b>Details of claims and evidence thereof</b>			
S.N.	Nature of claim	Evidence/Particular( to be attached)	Amount( Rs.)
1	<b>House Rent Allowance(HRA)</b>	<b>Rent Receipt</b>	
	1a. Rent paid to the Land lord		
	1b. Name of the Landlord		
	1c. Address of the Landlord		
	1d. PAN of the Landlord		
2	<b>Deduction on interest borrowing on Housing Loan(HBA)</b>	<b>Interest certificate generated by bank</b>	
	2a. Interest payable/ paid to the lender		
	2b. Name of the lender		
	2c. Address of the lender		
	2d. PAN of the lender		
3	<b>Deduction under Chapter VIA</b>		
	3A. Section 80C,80CCC,80CCD	<b>Proof of voucher</b>	
	<b>3A(i) Section 80C</b>		
	3A(i)a. Life insurance premium paid for yourself, Spouse & Children	<b>Proof of voucher</b>	
	plan/ULIP Investement for yourself, Spouse & Children	<b>Proof of voucher</b>	
	3A(i)c. Five years Fixed Deposit with schedule Bank & Post Office	<b>Proof of voucher</b>	
	3A(i)d. Investment in notified NSC	<b>Proof of voucher</b>	
	3A(i)e. Investment in mutual fund/UTI eligible for 80C	<b>Proof of voucher</b>	
	3A(i)f. Contribution to publice provident fund(PPF)	<b>Proof of voucher</b>	
	3A(i)g. Contribution to Sukanya Samriddhi Account Scheme	<b>Proof of voucher</b>	
	3A(i)i. Tution fee for childrens ( Max 2 Nos)	<b>School's Tution fee receipt</b>	
	3A(i)j. Principal repayment for housing Loan	<b>Interest &amp; Principal certificate generated by bank</b>	
	<b>3A(ii) Section 80CCC, Contribution to certain pension funds of LIC or other insurer</b>	<b>Proof of voucher</b>	
	<b>3A(iii) Section 80CCD(IB) Contribution to notified pension scheme ( National Pension Scheme) (NPS)</b>	<b>Proof of voucher</b>	
	<b>3B(i) Section 80D</b>		
3B(i)a. Preventive Health Check-up(Self)	<b>Receipt</b>		
3B(i)b. Medical Insr Premium(Payment on behalf of Self ,spouse & Dependent Children)	<b>Civil Surgeon's certificate</b>		
3B(i)c. Medical Insr Premium(Payment on behalf of parents senior citizen)	<b>Civil Surgeon's certificate</b>		

<b>3B(ii) Section 80DD</b>		
3B (ii) a. Deduction for dependent with disability( Max. Rs. 75000.00)	Civil Surgeon's certificate	
3B (ii) b. Deduction for dependent with severe disability( Max. Rs. 125000.00)	Civil Surgeon's certificate	
<b>3B(iii) Section 80U</b>		
3B(iii) a. Deduction for self disability ( Max Rs. 75000.00)	Civil Surgeon's certificate	
3B b. Deduction self severe disability ( Max Rs. 125000.00)	Civil Surgeon's certificate	
<b>3C Section 80E</b>		
Repayment of Interest on Loan for Higher Education	Proof of voucher	
<b>Income Details</b>		
4A. Saving Bank Interest	Self Declaration	
4B. Other Interest ( Fixed Deposit/ Unit Fund /RD)	Self Declaration	
4C. Income reaned from House Property	Self Declaration	
4D. Income earned from Divident	Self Declaration	

**FORM NO- 12BAA**

[See rule 26B]

**DETAILS OF PARTICULAR THE PURPOSE OF SUB- SECTION (2B) OF SECTION 192**

1	<b>Details of other Tax Deducted at Source(TDS) :-</b>					
	<b>Section under which tax deducted at source</b>	<b>Name of Deductor</b>	<b>TAN of Deductor</b>	<b>Amount of tax deducted (Rs.)</b>	<b>Amount of income/r eceived credited</b>	<b>Any other relevant details</b>
	(a)	(b)	(d)	(e)	(f)	(g)

2	<b>Details of other Tax Collected at Source(TCS) :-</b>				
	<b>Section under which tax Collected at source</b>	<b>Name of Collector</b>	<b>TAN of Collector</b>	<b>Amount of tax Collected (Rs.)</b>	<b>Any other relevant details</b>
	(a)	(b)	(d)	(e)	(f)

**Verification**

I,.....son/ daughter of.....do hereby certfy , that the information given above is complate & correct

Department :-  
Designation :-  
Date :-

Signature of the employee  
Full Name

## Declaration for exemption of allowances

Name	PIS No
Designation	Area
Basic Pay	Unit/AHQ

### List of perks and allowances to be exempted for the F.Y.-2024-25

S.L.	Perks & Allowances	% Claimed	Monthly Basic Pay	Perk claimed for number of Months	Actual expenditure incurred during the year	Remarks
1	Children Allowance	2%				Self Declaration
2	Hostel Allowance	4%				Self Declaration
3	Professional Development Allowance	2%				Bill/ Proof of Voucher
4	Reimbursement of Professional Membership Fee	2%				Bill/ Proof of Voucher
5	LTC/LLTC	5%				Bill/ Proof of Voucher
6	Kit/Dress	7%				Bill/ Proof of Voucher
7	Washery Allowance	3%				Bill/ Proof of Voucher
8	Vehicle Maintenance Allowance	8%				Bill & Payment Proof

Note :- All Calculation may be done on actual period of posting in CCL only & limited to ceiling amount of each perk as per Provision of Income Tax Act

**Certified that :-** I am residing/not residing in Company provided/ arranged accommodation

Date

Place

Signature

To,

Chief Manager (FIN – EPR),  
CCL Darbhanga House  
Ranchi.

**Sub- Submission of expense details in respect of LLTC/LTC availing during the calendar year .....for claiming income tax exemption U/S -10(5) on the same in F.Y.2024-25.**

Dear Sir,

In line with CIL memorandum CIL /C5A (PC)/Pay Revision 2017/2972 dated 08.08.2018, (Annexure C-5), please find enclosed herewith the expense details in respect of LLTC /LTC(Home) claim for journey performed by ----- for the calendar year 2024/2025.

1. I have performed journey in for the month..... Which falls in F.Y. 2024-25 for tax exemption/ benefit as per above CIL Office Memorandum.
2. I have performed the journey by the shortest route/ entitled class and expenses are ticket fare only.
3. The expenses have been incurred for travel by me, wife and dependent children.
4. I have not claimed and exemption for LLTC /LTC (Home) expenses till date in the block year **2022-25.**
5. An actual expense is Rs..... (Rupees-----  
-----), which is less than 5% of annual Basic.

Yours faithfully

Date:-

Place: - Ranchi