

<b>For Office Use only: Employee need not fill these columns.</b>			
Date of receipt	Date of entry	Date of Query sent on mail	Date of Query Answered on mail

CP No	_____
Date:	_____

To,  
The Incharge- F&A Division,  
Central Pollution Control Board,  
Delhi-110032

**Subject: - Submission of Income Details & proof of savings in form 12BB in Annexure I and II for the Financial Year 2020-2021**

Sir,

As undersigned is opting for **old tax slab**, my eligible investments are (on A-4 size papers) enclosed herewith along-with form 12BB for the Financial Year 2020-2021 in Annexure-I and Annexure-II duly supported & enclosed with the documentary evidence(s) & duly self-attested as per the following arrangements:

1. **The enclosures are serially numbered, matched with amount and indicated against relevant column of proof of saving annexure.**
2. I certify that these savings have been made by me from my own salary income/ sources during the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.
3. Proof of the savings made and declared in annexure I & II, is now submitted so that it can reach to F&A Division **latest by 15<sup>th</sup> February 2021.**
4. **I understand that**
  - a. In view of the time constraint, late submission will not be considered in any case.
  - b. **If I am unable to submit the self-attested saving proofs for the current savings by 15<sup>th</sup> February 2021, due tax may be deducted from my salary for the month of February and March 2021 without any further intimation to me.**
  - c. The DDO will satisfy himself about the actual deposits/ subscriptions / payments made by me, by calling for such particulars/ information as he deem necessary before allowing the aforesaid deductions. In case the DDO is not satisfied about the genuineness of any deposit(s)/ subscription(s)/ payment(s) made by me, due tax will be deducted from my salary, and I would be free to claim the deductions/ rebates on such amount(s) by filing my return of income and furnishing the necessary proof etc., therewith, to the satisfaction of the Assessing Officer.
5. I will be personally responsible to Income Tax Department, Govt. of India, for all information pertaining to income tax assessment.
6. I certify that particulars furnished are true and correct to the best of my knowledge and belief.

Thanking you

Encl. Annexure –I and II

yours faithfully

CPCB Extn. No		Signature	
Mobile No		Name	
Email ID			

**Form 12 BB**

Annexure -1

CP No.	नाम (Name)	पदनाम (Designation)	PAN No. (Encl. copy of PAN Card)

**Particulars for other income and savings:****(I) Income from house property (Give full details)**

SI NO.	Particulars	Details	Enclosure No.
01	Name of the owner & Co-owner of the House Property	:	
02	Address of House Property (Enclose documentary evidence)	:	
03	Whether it is a a. Purchase of ready built flat/house b. Semi-built up house; or c. Piece of land; on which house is constructed	: : : :	
04	Whether Housing loan taken, if yes, a. Name & address of the bank/ Organisation; & b. Date of loan (attach sanction / disbursement letter from bank)	: : :	
05	Permanent Account Number of the Lender	:	
06	Mention Date of Registry of the house property, date of physical possession of house along with completion certificate	:	
07	Whether the House Property is Self Occupied	Yes / No	
08	Whether any part of this House Property is let out during the financial year? If yes, give details.		
09	Housing Loan Interest Due/Paid/to be paid during the Financial Year ending 31st March 2021 (Attach prescribed certificate from Money Lender bank / Organisation)	:	
10	Out of the above Housing Loan interest, how much is being claimed this year as deduction	:	
11	Whether Co-applicant is claiming any deduction from his/her income		
12	Interest on HBA for Pre-construction period claimed during this year	:	
13	Source(s) for repaying the Housing Loan (Principal and Interest, both)	:	

14	In case of Co-owner/Co-borrower, Give full details about his/her employment / profession in a separate sheet	:		
15	House Property is declared in Annual Declaration of property statement to CPCB	:	Yes / No	

### **Rule Position of Loss from House Property:-**

#### **Section 24 (B) – Loss under the head Income from House Property:-**

From FY 2017-18, the Tax benefit on loan repayment of house is restricted to Rs. 2 Lakh per annum only (even if you have multiple houses the limit is still going to be Rs. 2 Lakh only and the ceiling limit is not per house property).

The unclaimed loss if any will be carried forward to be set off against house property income of subsequent 8 years. In most of the cases, this can be treated as 'dead loss'.

1. Until FY 2016-17, interest paid/due on housing loan was eligible for the following tax benefits; (a) Municipal taxes paid, (b) 30% of the net annual income (standard deduction) and (c) interest paid on the loan taken for that house are allowed as deductions.
2. After these deductions, rental income can be **NIL** or **NEGATIVE** and is called 'loss from house property' in the latter case.
3. Such loss to the full extent was allowed to be set off against other heads of income like Income from Salary or Business etc. which helps to lower tax liability substantially. However, as per the amendment in the Income Tax by Finance Budget 2017, loss from house property can be set off to the maximum of ₹2,00,000/- only and balance if any over and above ₹2,00,000/- can be carried forward as a loss against the future income.

Now, the present position can be understood with the following example:-

<b>Computation of Income from House Property</b>				
<b>Particulars</b>	<b>Amount (in ₹)</b>	<b>Total</b>	<b>Existing Rule: Loss from House Property that can be set-off</b>	<b>Budget 2017 proposal: Loss from House Property that can be set off</b>
Rental Income	₹2,40,000			
Less: Municipal Taxes	₹10,000			
Net Annual Value (NAV)		₹2,30,000		
Less: 20% Standard deduction on NAV	₹69,000	₹1,61,000 (₹2,30,000 - ₹69,000)		
Less: Interest on Home Loan u/s 24	₹5,00,000	Loss = ₹3,39,000 (₹1,61,000 - ₹5,00,000)	₹3,39,000	₹2,00,000 (Balance ₹1,39,000 can be carried forward)

(II) Employees, who are in receipt of house rent allowance (HRA) and want to get exemption of HRA under section 10 (13A) in computing of total income, should furnish the following particulars:

i)	Monthly rent In support of claim, please provide (i) rent agreement; and (ii) monthly rent receipts	:				
ii)	House Owner' Name Address Telephone No.	:				
iii)	PAN of House Owner	:				
iv)	Address of House taken on rent	:				
v)	Total Amount of rent paid / will be paid during the financial year 2020-21  (Enclosure No.....)	:	<b>April-19</b>	<b>May-20</b>	<b>June-20</b>	<b>July-20</b>
			₹	₹	₹	₹
			<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov.-20</b>
			₹	₹	₹	₹
			<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>
₹	₹	₹	₹			

Other Income received from CPCB during the year:

<b>Leave Travel Expenses</b>	<b>Encashment of Leave on LTC</b>		<b>Bonus</b>	<b>Honorarium</b>	<b>Remuneration</b>
₹	₹		₹	₹	₹
<b>Telephone Expenses reimbursement</b>	<b>Medical reimbursement for Non Hospitalization</b>		<b>Medical reimbursement for Hospitalization</b>		<b>Internet Expenses reimbursement</b>
₹	₹				₹
<b>Canteen reimbursement</b>	<b>Newspaper reimbursement</b>	<b>OTA</b>	<b>Sitting Fees</b>	<b>Children Education Reimbursement</b>	<b>Any other</b>
₹	₹	₹	₹	₹	₹

Certified that the particulars furnished by me in annexure-I of Form 12BB are correct and true to the best of my knowledge and belief.

**Date:**

**Signature** \_\_\_\_\_

## Form 12 BB

Annexure-II

<b>(A) DEDUCTION UNDER CHAPTER VI-A IN RESPECT OF PAYMENTS:</b>						
<b>Various Deductions Under Section 80C to 80U:-</b>						
(1) Life Insurance Premium (minimum holding period 2 years)- Which are actually paid during 2020-2021						
<u>Sl No.</u>	<u>Nature of Deduction</u>				<u>Amount of Investment</u>	
<b>Deduction under Section 80 (C):</b>						
<b>Life Insurance POLICIES TAKEN BEFORE APRIL 1, 2012</b> (premium paid will be allowed to extent of 20% of sum assured)						
Name of Insurance Co.	Policy No.	Sum Assured	Policy Term	Mode: Monthly / Qly / Half-yearly / Yearly	Premium Amount	Enclosure No.
1	2	3	4	5	6	7
<b>Life Insurance POLICIES TAKEN during 2012-2013 and after on the life of other person who is not a person with disability (premium paid will be allowed to extent of 10% of sum assured)</b>						
<b>Life Insurance POLICIES TAKEN for a person with disability covered under section 80 DDB AFTER APRIL 1, 2013 (premium paid will be allowed to extent of 15% of sum assured)</b>						
<b>Other Deductions:-</b>						
<u>Sl No.</u>	<u>Nature of Deduction</u>				<u>Payments made Upto 15<sup>th</sup> Feb.21</u>	<u>Enclosure No.</u>
(2)	Contribution (not being repayment of loan) towards 15 years PPF Scheme (max. limit ₹ 1,50,000/-)					
(3)	Contribution to Notified an approved superannuation fund, Pension Fund, Mutual Funds, ULIP of UTI, LIC etc					
(4)	<b>Principal Repayment of House Building Loan:</b> Payment by way of installment or part payment of loan taken for purchase / construction of a residential property (minimum holding period 5 years)					
(5)	<b>5-Yr post office time deposit (POTD) scheme</b> The Interest is entirely taxable.					
(6)	<b>Fixed deposit for 5 years or more with schedule bank</b> (under tax saving scheme)					

(7)	<b>Tuition fees</b> to any University / College /Educational Institution in India for full time education of any two children.										
(8)	<b>Sukanya Samridhi Account Deposit Scheme</b> (max. limit ₹ 1,50,000)										
(9)	<b>National Savings Certificates, VIII / IX issue</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date of Purchase</th> <th style="width: 50%;">Amount of NSC ₹</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Date of Purchase	Amount of NSC ₹								
Date of Purchase	Amount of NSC ₹										
(10)	<b>Accrued Interest on NSC:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date of Purchase</th> <th style="width: 50%;">Amount of NSC ₹</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Date of Purchase	Amount of NSC ₹								
Date of Purchase	Amount of NSC ₹										
(11)	<b>Contributions to 'Atal Pension Yojana'</b> Eligible for Tax Deduction under section 80CCD.										
(12)	<b>Deduction under section 80 CCD(1B)</b> <b>Investment in NPS:-</b> This additional tax deduction of Rs 50,000 u/s 80CCD (1b) is over and above this Rs 1.5 Lakh limit										
(13)	<b>Deduction under Section 80-D:</b>		<b>NEW</b>								
<b>Health Insurance Policy Premium &amp; Section 80D Tax benefits for FY 2019-20/AY 2020-21</b>											
<b>Scenarios</b>		<b>Health Insurance Premium paid for &amp; Maximum Tax Deduction limits</b>	<b>Total Deductions under Section 80D</b>								
		<b>Self, Spouse &amp; Dependent Children</b>	<b>Parents (Whether dependant or not)</b>								
No One in your family has attained 60 years of age		Upto ₹ 25,000/-	Upto ₹ 25,000/-								
The eldest member in your family (yourself, spouse and dependent children) is less than 60 years & your parents (either mother or father) are above 60 years of age		Upto ₹ 25,000/-	Upto ₹ 50,000/-								
The eldest member in your family (yourself, spouse and dependent children) has attained 60 years & your parents (either mother or father) are above 60 years of age		Upto ₹ 50,000/-	Upto ₹ 50,000/-								
Preventive health checkup ( <b>Medical checkups</b> ) expenses to the extent of ₹ 5,000/- per family can be claimed as tax deductions. Remember, this is not over and above the individual limits as explained above. ( <b>Family includes: Self, spouse, parents and dependent children</b> ).											
(15)	<b>Deduction under Section 80-DD:</b> Maintenance including medical treatment of a handicapped dependent (having any disability of not less than 40%)										

	<p><b>Available Deduction</b> - ₹75,000, or actual expenditure incurred, whichever is lesser. For severe handicap conditions (more than 80%) ₹1,25,000/- is the deduction limit.</p> <p><b>Scope of Deduction</b> - Deduction can be claimed for dependent parents, spouse, children and siblings.</p> <p><b><u>Please note that Dependent must not have claimed any deduction for their disability.</u></b></p> <p><i>To claim this deduction, you have to submit Form no 10-IA which can be downloaded from the web-site of Income Tax Department or can be collected from F&amp;A Division by making specific request.</i></p>		
(16)	<p><b><u>Deduction under Section 80-DDB:</u></b></p> <p><b>Medical expenditure on specified disease or ailment:</b>  <i>An individual (less than 60 years of age) can claim upto ₹40,000 for the treatment of specified critical ailments. This can also be claimed on behalf of the dependents. <b>The tax deduction limit under this section for Senior Citizens and very Senior Citizens</b> (above 80 years) <b>has been revised to ₹1,00,000.</b> Expenditure must be actually incurred by resident assessee on himself or dependant relative for medical treatment of specified disease or ailment. The diseases have been specified in Rule HDD. A certificate in form 10-1A is to be furnished by the assessee from any registered doctor working in a Govt. Hospital subject to reduction of amount reimbursed by any Insurance company or CPCB.</i></p>		
(17)	<p><b><u>Deduction under Section 80-E:</u></b></p> <p><b>Interest on loan taken for higher studies:</b>  <b>Entire payment of interest on loan for higher studies is deductible</b> for a maximum period of 8 years from the year in which loan repayment is started or until the above interest paid in full, whichever is earlier</p>		
(18)	<p><b><u>Deduction under Section 80-EE</u></b></p> <p>This was a new proposal which had been made in Budget 2016-17. The same will be continued in FY 2019-20 / AY 2020-21 too. <b>First time Home Buyers</b> can claim an additional Tax deduction of up to Rs 50,000 on home loan interest payments u/s 80EE. The below criteria has to be met for claiming tax deduction under section 80EE.</p> <ul style="list-style-type: none"> <li>• The home loan should have been sanctioned during FY 2016-17.</li> <li>• Loan amount should be less than Rs 35 Lakh.</li> <li>• The value of the house should not be more than Rs 50 Lakh &amp;</li> <li>• The home buyer should not have any other existing residential house in his name.</li> </ul> <p><i>You can continue to claim this deduction until you have fully repaid the loan.</i></p>		
<b>(B) DEDUCTION UNDER CHAPTER VI-A IN RESPECT OF CERTAIN INCOMES:</b>			
<b><u>Deduction under Section 80-U:</u></b>			
(1)	<p><b><u>Income of a person with disability:</u></b>  Not less than <b>40% of any disability</b> given in the aforesaid section and submission of a copy of certificate issued by Medical Authority. Certificate should be obtained from a Govt. Doctor. The relevant rule is Rule 11D. (Format may be taken from F&amp;A Division, if required). Subject to certain conditions and subject to fixed deduction of ₹75,000.</p>		

	A higher deduction ₹1, 25,000/- is available in respect of person with severe disability over 80%.	
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Certified that the particulars furnished by me in annexure-II of Form 12 BB are correct and true to the best of my knowledge and belief.

Date:

Signature\_\_\_\_\_

Name\_\_\_\_\_