

**SPICES BOARD**  
**SUGANDHA BHAVAN, P.B.NO.2277**  
**PALARIVATTOM P.O.,**  
**COCHIN-682 025**

No.SB/FII/IT/1(1)2011-12

19.10.2011

**CIRCULAR**


Sub: Income Tax for the financial year 2011-12.

Ref: Circulars dated 01.08.11 & 06.09.11 in website.

All employees of the Board are advised to furnish the following details/information/documents to facilitate assessment of Income Tax for the Assessment year 2012-13(Financial Year 2011-12).

1. Those employees who have not furnished their Permanent Account Number (PAN) to the Board shall furnish the same to the Accounts Section immediately. If the PAN is not furnished; the rate of TDS applicable is 20% which will be recovered from the salary.
2. In order to consider exemption under various provisions of the Income Tax Act, the employees are advised to furnish original receipts in support of their eligible savings during the 1<sup>st</sup> week of February 2012.
3. For claiming deduction U/S 80C in respect of payment of Life Insurance Premia, the original receipts shall be produced.
4. In the case of rent, a copy of rent agreement along with original rent receipts shall be furnished.
5. For claiming exemption in the case of Children Education Allowance and Hostel expenditure, indicate eligible number of children for which allowance is claimed as otherwise exemption for one child can only be considered.
6. For claiming exemption for Tuition Fee paid, original receipts are to be furnished.
7. Those who have submitted the provisional certificate in respect of interest on HBA and Education Loan shall furnish the **final certificate** (in original) during 1<sup>st</sup> week of April 2012.
8. For claiming exemption for Professional Tax U/S 16(iii), original receipts shall be furnished.
9. In the case of Housing Building Advance, provisional and final certificate shall contain details such as Interest and principal separately.

This may please be treated as Most Urgent.

  
(CA. K.C.Babu)  
Director (Finance)

To

1. All Head of Departments
2. All Sections in Head Office
3. All other outstation offices.

Copy to:

1. The Chairman's Establishment
2. The Secretary's Establishment
3. The Director's Establishment
4. Office Copy.