

**FORM NO 12BB(See Rule 26C)**

Statement showing particulars of claims by an employee for deduction of tax under section 192 Investment Proof Submission Form FOR FY 2020 - 2021

**Personal Information**

<b>Emp Name</b>	:	<b>Ms. Arati Devidas</b>	<b>Emp Code</b>	:
<b>Designation</b>	:	<b>Team Lead</b>	<b>Reporting Office</b>	:
<b>Phone No / Mobile No</b>	:	<b>--/--</b>	<b>Date Of Joining</b>	:
<b>Date Of Birth</b>	:	<b>09-01-1989</b>	<b>Sex</b>	:

**PAN NO** :

**1) Details of House Rent Payments**

I am staying in rented premises and the details of rent paid/payable for the current financial year are as follows:

&nbsp;

**Address of the Rental Flat** **Name of the Land Lord** **Address of the Land Lord**

**Sarvodaya** **Test** **Kalyan**

**Rent Paid - From Date** **Rent Paid - To Date** **Rental Amount Per Month**

**01-04-2020** **31-08-2020** **7000.00**

**PAN of Landlord**--

**Rented Premises In** **metro** **Mumbai**

**Note : Copy of Registered Agreement is Mandatory along with Rent Receipts for all months.**

**Note : If Rent amount per month is more than Rs. 8333/-then PAN of landlord is necessary.**

**2) Contribution to Public Provident Fund**

**TOTAL**8000

**PPF A/c No** **Account Holder** **Date of Payment** **Amount**

**534534** **self** **12-05-2020** **8000.00**



## Mobile Bill Reimbursement for Sales & Marketing Cadre

Version 1.1

Ref No.: Mob\_S&M\_11/15

### 1) Policy and Intent

Reimbursement of Mobile phone bills are provided to executives to facilitate effective use of their time and for increasing their work efficiency.

### 2) Coverage

This policy is applicable to employees belonging to “Sales & Marketing Cadre” based at India Formulations – Corporate Enclave office.

### 3) Process

3.1 Reimbursement of mobile bills will be made available to all Sales & Marketing employees for calls made in official capacity.

3.2 For first time approval, HR will decide on the entitlement for new joiners and inform the Administration department.

3.3 The monthly bills for the usage of Mobile phones will be directly paid by the employee and the reimbursement of the same will be done as per the limits mentioned below:

3.4 Limits for reimbursement:

Grade	Designation	Mobile	Landline
MS2	Product Executive	Rs. 300/-	
MS3	Assistant Product Manager, Assistant Brand Manager, Brand Manager, Product Manager	Rs. 600/-	
MS4	Category Manager, Group Product Manager, Senior Product Manager	Rs. 750/-	
MS5	Marketing Manager	Rs. 1000/-	
MS6	Senior Marketing Manager	Rs. 1250/-	
MS6	Business Head, Head - Modern Trade	Rs. 4000/-	
MS7	DGM, Head - Sales & Marketing	Rs. 4000/-	Rs.1000/-



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- 3.5 All calls of personal nature has to be highlighted and the said amount deducted before claiming reimbursement.
- 3.6 All mobile phone bills should be clearly marked for ISD calls.
- 3.7 All employees travelling to any international location should make use of “Clay” phone available with admin team.
- 3.8 All mobile bills beyond the reimbursement limit will need approval from Divisional Head and the system administrator will upload additional amount claimed in the system.
- 3.9 Reimbursement will be done for only postpaid connections.
- 3.10 Colleagues are encouraged to avail the corporate tariff plan.
- 4) Power to Amend**  
The management at its own direction may make changes in this policy as it deems fit from time to time.

Prepared by:	Reviewed by:	Approved by:
Rahul Vijayvargiya, DGM - HR	Vinod Shetty, VP- HR- IF, Middle East & Africa	Sujesh Vasudevan, President – IF, Middle East & Africa

## Testing-- Development