

# Form 16

**Assessment Year** : 2024-25  
**Financial Year** : 2023-24  
**Employee Name** : AVTAR RAGHAV  
**Employee PAN** : DRAPR6286R

## What is Form-16?

Form 16 is a certificate of tax deduction at source issued by the employers to their employees specifying the tax deducted, the salary income and its breakup, the investment details of the employees, etc.

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**FORM NO. 16**

[See rule 31(1)(a)]

**PART A**
**Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P**

Certificate No. FHYJFQA		Last updated on 08-Jun-2024	
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen	
SAVISTA GLOBAL SOLUTIONS PRIVATE LIMITED K-185/14, FIRST FLOOR, SURYA PLAZA, NEW FRIENDS COLONY, NEW DELHI - 110025 Delhi +(91)44-66891111 amarkumar.sharma@savistarcn.com		AVTAR RAGHAV C/O ARYAN, GALI NO-15, MULLA COLONY, GHAROLI EXT, DELHI - 110096 Delhi	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee/Specified senior citizen	Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available)
AABCN9158L	DELN20067F	DRAPR6286R	
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4 , Luxmi Nagar, Delhi - 110092		2024-25	From 01-Apr-2023 To 31-Mar-2024

**Summary of amount paid/credited and tax deducted at source thereon in respect of the employee**

Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)
Q1	QVKPTPBG	112582.00	0.00	0.00
Q2	QVMOVWKE	109635.00	0.00	0.00
Q3	QVOCNYWA	109635.00	0.00	0.00
Q4	QVRGPUJG	121713.00	0.00	0.00
Total (Rs.)		453565.00	0.00	0.00

**I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
Total					

**II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	05-05-2023	-	F
2	0.00	-	06-06-2023	-	F
3	0.00	-	06-07-2023	-	F
4	0.00	-	04-08-2023	-	F

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
5	0.00	-	06-09-2023	-	F
6	0.00	-	05-10-2023	-	F
7	0.00	-	06-11-2023	-	F
8	0.00	-	05-12-2023	-	F
9	0.00	-	05-01-2024	-	F
10	0.00	-	05-02-2024	-	F
11	0.00	-	06-03-2024	-	F
12	0.00	-	18-04-2024	-	F
<b>Total</b>	<b>0.00</b>				

## Verification

I, **AMAR KUMAR SHARMA**, son / daughter of **SATYA NARAIAN SHARMA** working in the capacity of **GENERAL MANAGER** (designation) do hereby certify that a sum of Rs. **0.00** [Rs. **Zero Only** (in words)] has been deducted and a sum of Rs. **0.00** [Rs. **Zero Only**] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	DELHI	(Signature of person responsible for deduction of Tax)
Date	11-Jun-2024	
Designation:	GENERAL MANAGER	Full Name: AMAR KUMAR SHARMA

## Notes:

- Part B (Annexure) of the certificate in Form No.16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No.16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No.16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
- To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

## Legend used in Form 16

## \* Status of matching with OLTAS

Legend	Description	Definition
<b>U</b>	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
<b>P</b>	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
<b>F</b>	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
<b>O</b>	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

**FORM NO. 16**
**PART B**

**Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P**

<b>Certificate No.</b> FHYJFQA		<b>Last updated on</b> 08-Jun-2024	
<b>Name and address of the Employer/Specified Bank</b>		<b>Name and address of the Employee/Specified senior citizen</b>	
SAVISTA GLOBAL SOLUTIONS PRIVATE LIMITED K-185/14, FIRST FLOOR, SURYA PLAZA, NEW FRIENDS COLONY, NEW DELHI - 110025 Delhi +(91)44-66891111 amarkumar.sharma@savistarcn.com		AVTAR RAGHAV C/O ARYAN, GALI NO-15, MULLA COLONY, GHAROLI EXT, DELHI - 110096 Delhi	
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee/Specified senior citizen</b>	
AABCN9158L	DELN20067F	DRAPR6286R	
<b>CIT (TDS)</b>		<b>Assessment Year</b>	<b>Period with the Employer</b>
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4, Luxmi Nagar, Delhi - 110092		2024-25	<b>From</b> 01-Apr-2023 <b>To</b> 31-Mar-2024

Annexure - I

## Details of Salary Paid and any other income and tax deducted

A	Whether opting out of taxation u/s 115BAC(1A)?	No	
1.	Gross Salary	Rs.	Rs.
(a)	Salary as per provisions contained in section 17(1)	453565.00	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	0.00	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	0.00	
(d)	Total		453565.00
(e)	Reported total amount of salary received from other employer(s)		0.00
2.	Less: Allowances to the extent exempt under section 10		
(a)	Travel concession or assistance under section 10(5)	0.00	
(b)	Death-cum-retirement gratuity under section 10(10)	0.00	
(c)	Commutated value of pension under section 10(10A)	0.00	
(d)	Cash equivalent of leave salary encashment under section 10(10AA)	0.00	
(e)	House rent allowance under section 10(13A)	0.00	
(f)	Other special allowances under section 10(14)	0.00	

(g)	Amount of any other exemption under section 10 [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]		
(h)	Total amount of any other exemption under section 10	0.00	
(i)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(f)+2(h)]		0.00
3.	Total amount of salary received from current employer [1(d)-2(i)]		453565.00
4.	Less: Deductions under section 16		
(a)	Standard deduction under section 16(ia)	50000.00	
(b)	Entertainment allowance under section 16(ii)	0.00	
(c)	Tax on employment under section 16(iii)	0.00	
5.	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]		50000.00
6.	Income chargeable under the head "Salaries" [(3+1(e)-5)]		403565.00
7.	Add: Any other income reported by the employee under as per section 192 (2B)		
(a)	Income (or admissible loss) from house property reported by employee offered for TDS	0.00	
(b)	Income under the head Other Sources offered for TDS	0.00	
8.	Total amount of other income reported by the employee [7(a)+7(b)]		0.00
9.	<b>Gross total income (6+8)</b>		<b>403565.00</b>
10.	Deductions under Chapter VI-A	Gross Amount	Deductible Amount
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C	0.00	0.00
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC	0.00	0.00
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)	0.00	0.00
(d)	Total deduction under section 80C, 80CCC and 80CCD(1)	0.00	0.00
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)	0.00	0.00
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	0.00	0.00
(g)	Deduction in respect of health insurance premia under section 80D	0.00	0.00

(h)	Deduction in respect of interest on loan taken for higher education under section 80E	0.00	0.00
(i)	Deduction in respect of contribution by the employee to Agnipath Scheme under section 80CCH	0.00	0.00
(j)	Deduction in respect of contribution by the Central Government to Agnipath Scheme under section 80CCH	0.00	0.00
		Gross Amount	Qualifying Amount
(k)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	0.00	0.00
(l)	Deduction in respect of interest on deposits in savings account under section 80TTA	0.00	0.00
(m)	Amount Deductible under any other provision (s) of Chapter VI-A [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]		
(n)	Total of amount deductible under any other provision(s) of Chapter VI-A	0.00	0.00
11.	Aggregate of deductible amount under Chapter VI-A [10(d)+10(e)+10(f)+10(g)+10(h)+10(i)+10(j)+10(k)+10(l)+10(n)]		0.00
12.	<b>Total taxable income (9-11)</b>		<b>403565.00</b>
13.	Tax on total income		5178.00
14.	Rebate under section 87A, if applicable		5178.00
15.	Surcharge, wherever applicable		0.00
16.	Health and education cess		0.00
17.	Tax payable (13+15+16-14)		0.00
18.	Less: Relief under section 89 (attach details)		0.00
19.	<b>Net tax payable (17-18)</b>		<b>0.00</b>
Verification			
I, <u>AMAR KUMAR SHARMA</u> , son/daughter of <u>SATYA NARAIAN SHARMA</u> .Working in the capacity of <u>GENERAL MANAGER</u> (Designation) do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.			
Place	DELHI	(Signature of person responsible for deduction of tax)	
Date	11-Jun-2024	Full Name:	AMAR KUMAR SHARMA

Employee Name

:

Avtar Raghav

Employee ID

:

56841

Employee PAN

:

DRAPR6286R

Financial Year

:

2023-24

2. (f) Break up for ‘Amount of any other exemption under section 10’ to be filled in the table below		
S.No.	Particular's of Amount for any other exemption under section 10	Deductible Amount (Rs.)
1		

10. (k) Break up for ‘Amount deductible under any other provision(s) of Chapter VIA’ to be filled in the table below				
S.No.	Particulars of Amount deductible under any other provision(s) of Chapter VIA	Gross Amount (Rs.)	Qualifying Amount (Rs.)	Deductible Amount (Rs.)
1				

Place	DELHI	Full Name	AMAR KUMAR SHARMA
Date	11-Jun-2024	Designation	GENERAL MANAGER
		Signature of the person responsible for deduction of tax	

**Employee Name** : Avtar Raghav  
**Employee ID** : 56841

**Employee PAN** : DRAPR6286R  
**Financial Year** : 2023-24

**FORM NO. 12BA**

*[See rule 26A(2)(b)]*

*Statement Showing particular of perquisites, other fringe benefits or amenities and profits in lieu of salary with value thereof*

- (1) Name and address of Employer : SAVISTA GLOBAL SOLUTIONS  
PRIVATE LIMITED K-185/14, FIRST  
FLOOR SURYA PLAZA NEW FRIENDS  
COLONY NEW DELHI Delhi 110025
- (2) TAN : DELN20067F
- (3) TDS Assessment Range of the Employer : DEL/C/37/2
- (4) Name, designation and PAN or Aadhar Number of employee : Avtar Raghav Business Analyst  
DRAPR6286R
- (5) Is the employee a director or a person with substantial interest in the company (Where the employer is a company) : No
- (6) Income under the head Salaries of the employee (Other than from Perquisites) : 403565.00
- (7) Financial Year : 2023-24
- (8) Valuation of Perquisites

S.No.	Value of perquisite (See Rule 3)	Value of perquisite as per rules (Rs.)	Amount, if any, recovered from the employee (Rs.)	Amount of perquisite chargeable to tax Col. (3) - Col. (4) (Rs.)
(1)	(2)	(3)	(4)	(5)
1.	Accommodation	0.00	0.00	0.00
2.	Cars/Other automotive	0.00	0.00	0.00
3.	Sweeper, gardener, watchman or personal attendant	0.00	0.00	0.00
4.	Gas, electricity, water	0.00	0.00	0.00
5.	Interest free or concessional loans	0.00	0.00	0.00
6.	Holiday expenses	0.00	0.00	0.00
7.	Free or concessional travel	0.00	0.00	0.00
8.	Free meals	0.00	0.00	0.00
9.	Free education	0.00	0.00	0.00
10.	Gifts, vouchers, etc.	0.00	0.00	0.00
11.	Credit card expenses	0.00	0.00	0.00
12.	Club expenses	0.00	0.00	0.00
13.	Use of movable assets by employees	0.00	0.00	0.00
14.	Transfer of assets to employees	0.00	0.00	0.00
15.	Value of any other benefit/amenity/service/privilege	0.00	0.00	0.00
16.	Stock options allotted or transferred by employer being an eligible start-up referred to in section 80-IAC- Tax to be deferred	0.00	0.00	0.00
17.	Stock options (non-qualified options) other than ESOP in col 16 above	0.00	0.00	0.00
18.	Contribution by employer to fund and scheme taxable under section 17(2)(vii)	0.00	0.00	0.00
19.	Annual accretion by way of interest, dividend etc. to the balance at the credit of fund and scheme referred to in section 17(2)(vii) and taxable under section 17(2)(viia).	0.00	0.00	0.00
20.	Stock options allotted or transferred by employer being an eligible start-up referred to in section 80-IAC-Tax not to be deferred	0.00	0.00	0.00
21.	Other Benefits or Perquisites	0.00	0.00	0.00
22.	Total value of perquisites	0.00	0.00	0.00
23.	Total value of profits in lieu of salary as per section 17(3)			



Employee Name

:

Avtar Raghav

Employee ID

:

56841

Employee PAN

:

DRAPR6286R

Financial Year

:

2023-24

(9) Details of tax

(a)

Tax Deducted from salary of the employee under section 192(1)

:

0.00

(b)

Tax paid by the employer on behalf of the employee under section 192(1A)

:

0.00

(c)

Total Tax Paid

:

0.00

(d)

Date of payment into Government treasury

:

As per the dates mentioned in Part A of Form 16

DECLARATION BY EMPLOYER

I, AMAR KUMAR SHARMA , son/daughter of SATYA NARAIAN SHARMA working as GENERAL MANAGER (designation) do hereby declare on behalf of SAVISTA GLOBAL SOLUTIONS PRIVATE LIMITED (name of the employer) that the information given above is based on the books of account, documents and other relevant records or information available with us and the details of value of each such perquisite are in accordance with section 17 and rules framed thereunder and that such information is true and correct.

Place	DELHI	Full Name	AMAR KUMAR SHARMA
Date	11-Jun-2024	Designation	GENERAL MANAGER
		Signature of the person responsible for deduction of tax	

Employee Name

:

Avtar Raghav

Employee ID

:

56841

Employee PAN

:

DRAPR6286R

Financial Year

:

2023-24

ANNEXURES TO FORM 16

- (1)

Name and Address of Employer

:

SAVISTA GLOBAL SOLUTIONS PRIVATE LIMITED K-185/14, FIRST FLOOR SURYA PLAZA NEW FRIENDS COLONY NEW DELHI Delhi 110025
- (2)

TAN of Employer

:

DELN20067F

Details of Salary as per provisions contained in section 17(1) of Income Tax Act, 1961  
(Ref: Part-B S.No. 1(a))

S.No.	Particulars	Amount (Rs.)	
1 .	Basic Salary	144680.00	
2 .	Bonus	24161.00	
3 .	House Rent Allowance	72342.00	
4 .	Special Allowance	212382.00	
	Total Salary as per Section 17(1)		453565.00

DECLARATION BY EMPLOYER

I, AMAR KUMAR SHARMA, son/daughter of SATYA NARAIAN SHARMA working in the capacity of GENERAL MANAGER ( designation) do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.

Place	DELHI	Full Name	AMAR KUMAR SHARMA
Date	11-Jun-2024	Designation	GENERAL MANAGER
		Signature of the person responsible for deduction of tax	