

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

Certificate No. FUSWTTL		Last updated on 23-May-2018			
Name and address of the Employer			Name and address of the Employee		
ITC INFOTECH INDIA LTD ITC INFOTECH INDIA LTD, 18, MARUTHI SEVA NAGAR PO, BANASWADI MAIN ROAD, BANGALORE, KARNATAKA 560005 - 560005 Karnataka +(91)80-22988002 ANAND.TALWAR@ITCINFOTECH.COM			CHAYAN UPADHYAY 24 B BLOCK, AMBEDKAR COLONY, HIRAN MAGRI, SECTOR NO 14, UDAIPUR - 313002 Rajasthan		
PAN of the Deductor	TAN of the Deductor		PAN of the Employee	Employee Reference No. provided by the Employer (If available)	
AAACI7376Q	CALI01615F		ACHPU3141R		
CIT (TDS)		Assessment Year		Period with the Employer	
The Commissioner of Income Tax (TDS) 7th Floor, Middleton Row Kolkata - 700071		2018-19		From 01-Apr-2017	To 31-Mar-2018
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	QSLVACQA	260219.00	13914.00	13914.00	
Q2	QSPMGNFB	290526.00	23961.00	23961.00	
Q3	QSVANKTG	275526.00	20870.00	20870.00	
Q4	QSZQZINC	275526.00	21305.00	21305.00	
Total (Rs.)		1101797.00	80050.00	80050.00	
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 (Rs.)					
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	-	04-05-2017	-	F
2	6957.00	0510075	06-06-2017	25363	F
3	6957.00	0510075	05-07-2017	12571	F
4	6957.00	0510075	04-08-2017	10736	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	10047.00	0510075	06-09-2017	16940	F
6	6957.00	0510075	04-10-2017	13864	F
7	6957.00	0510075	06-11-2017	25728	F
8	6957.00	0510075	05-12-2017	16373	F
9	6956.00	0510075	05-01-2018	19403	F
10	6956.00	0510075	05-02-2018	14158	F
11	7175.00	0510075	05-03-2018	13359	F
12	7174.00	0510075	31-03-2018	12760	F
Total (Rs.)	80050.00				

Verification

I, **ANAND TALWAR**, son / daughter of **SOM DUTT TALWAR** working in the capacity of **CHIEF HUMAN RESOURCES OFFICER** (designation) do hereby certify that a sum of Rs. **80050.00** [Rs. **Eighty Thousand and Fifty Only** (in words)] has been deducted and a sum of Rs. **80050.00** [Rs. **Eighty Thousand and Fifty 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	KARNATAKA	
Date	05-Jun-2018	
Designation: CHIEF HUMAN RESOURCES OFFICER		(Signature of person responsible for deduction of Tax)
		Full Name:ANAND TALWAR

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
U	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
P	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)
F	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)
O	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

[See Rule 31(1)(a)]

PART B (Annexure)

Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source on Salary

Name and address of the Employer ITC Infotech India Ltd VIRGINIA HOUSE 37 J L NEHRU ROAD, KOLKATA. 700071 WEST BENGAL INDIA		Name and address of the Employee CHAYAN UPADHYAY	
PAN of the Deductor AAACI7376Q	TAN of the Deductor CALI01615F	PAN of the Employee ACHPU3141R	Employee Reference No. provided by the Employer (if available) 26039
CIT(TDS) Address : The Commissioner of Income Tax (TDS) 7th Floor, Middleton Row City : Kolkata Pin code : 700071		Assessment Year 2018-2019	Period with the Employer FROM TO 06-Apr-2017 31-Mar-2018

Details of Salary Paid and any other income and tax deducted

<div>1. Gross Salary a) Salary as per provisions contained in sec.17(1) b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable) c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable) d) Total 2. Less :Allowance to the extent exempt u/s 10<table border="1"><tr><td>Allowance</td><td>Rs.</td></tr><tr><td>Conveyance Allowance</td><td>18,933.00</td></tr><tr><td>House Rent Allow.</td><td>106,500.00</td></tr></table></div>	Allowance	Rs.	Conveyance Allowance	18,933.00	House Rent Allow.	106,500.00	<div>Rs. 1,101,797.00 0.00 0.00 125,433.00</div>	<div>Rs. 976,364.00 2,400.00 0.00</div>	<div>Rs. 973,964.00 973,964.00</div>
Allowance	Rs.								
Conveyance Allowance	18,933.00								
House Rent Allow.	106,500.00								
<div>3. Balance(1-2) 4. Deductions : a) Entertainment allowance b) Tax on employment 5. Aggregate of 4(a) and 4(b) 6. Income chargeable under the head 'Salaries'(3-5) 7. Add: Any other income reported by the employee<table border="1"><tr><td>Income</td><td>Rs.</td></tr><tr><td> </td><td> </td></tr></table></div>	Income	Rs.			<div>0.00 2,400.00</div>	<div> </div>	<div> </div>		
Income	Rs.								
<div>8. Gross Total Income(6+7)</div>			<div> </div>						
<div>9. Deductions under Chapter VIA (A) Sections 80C,80CCC and 80CCD<table border="1"><tr><td>a) Section 80C Other Investments Equity Linked Savings Scheme Life Insurance Premium Public Provident Fund Mutual Funds Provident Fund b) Section 80CCC c) Section 80CCD</td><td>Gross Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00</td><td>Deductible Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00</td></tr></table></div>	a) Section 80C Other Investments Equity Linked Savings Scheme Life Insurance Premium Public Provident Fund Mutual Funds Provident Fund b) Section 80CCC c) Section 80CCD	Gross Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00	Deductible Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00						
a) Section 80C Other Investments Equity Linked Savings Scheme Life Insurance Premium Public Provident Fund Mutual Funds Provident Fund b) Section 80CCC c) Section 80CCD	Gross Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00	Deductible Amount 0.00 0.00 5,294.00 0.00 100,000.00 42,600.00 0.00 0.00							
Note: 1. Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1) shall not exceed one lakh fifty thousand rupees.									

(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.	Gross amount	Qualifying amount	Deductible amount
			0.00
10. Aggregate of deductible amount under Chapter VI-A			147,894.00
11. Total Income(8-10)			826,070.00
12. Tax on total income			77,714.00
13. Surcharge (on tax computed at S.No.12)			0.00
14. Education cess @ 3% (on tax computed at S.No.12 + on surcharge computed at S.No.13)			2,331.00
15. Tax Payable(12+13+14)			80,050.00
16. Less: Relief under Section 89 (attach details)			0.00
17. Tax Payable(15-16)			80,050.00
Verification			
I, ANAND TALWAR, son / daughter of SOM DUTT TALWAR working in the capacity of CHIEF HUMAN RESOURCES OFFICER 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	KARNATAKA	(Signature of person responsible for deduction of tax)	
Date	05-Jun-2018		
Designation : CHIEF HUMAN RESOURCES OFFICER	Full Name : ANAND TALWAR		

Form No.12BA
{See Rule 26A(2)(b)}

Statement showing particulars of perquisites, other fringe benefits or amenities and profits in lieu of salary with value thereof

- 1. Name and address of the employer:** ITC Infotech India Ltd
 VIRGINIA HOUSE
 37 J L NEHRU ROAD,
 KOLKATA. 700071
 WEST BENGAL
 INDIA
- 2. TAN** CALI01615F
- 3. TDS Assessment Range of the employer:**
- 4. Name, designation and PAN of the employee:** CHAYAN UPADHYAY
 Associate IT Consultant
 ACHPU3141R
- 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):** 973,964.00
- 7. Financial Year:** 2017-2018
- 8. Valuation of Perquisites:**

SL. No.	Nature of perquisites(see rule 3)	Value of perquisite as per rules (Rs.)	Amount, if any recovered from 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 (non-qualified options)	0.00	0.00	0.00
17	Other benefits or amenities	0.00	0.00	0.00
18	Total value of perquisites	0.00	0.00	0.00
19	Total value of Profits in lieu of salary as per section 17(3)	0.00	0.00	0.00

9. Details of Tax.

- a) Tax deducted from salary of the employee u/s 192(1)** 80,050.00
- b) Tax paid by employer on behalf of the employee u/s 192(1A)** 0.00
- c) Total Tax Paid** 80,050.00
- d) Date of payment into Government treasury** Various dates as mentioned on Part A of the Form 16

DECLARATION BY THE EMPLOYER

I, ANAND TALWAR, son / daughter of SOM DUTT TALWAR working as CHIEF HUMAN RESOURCES OFFICER do hereby declare on behalf of ITC Infotech India Ltd 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	KARNATAKA	
Date	05-Jun-2018	
Designation : CHIEF HUMAN RESOURCES OFFICER		(Signature of person responsible for deduction of tax)
		Full Name : ANAND TALWAR

FORM NO. 12BB**(See rule 26C)****Statement showing particulars of claims by an employee for deduction of tax under section 192**

1. Name and address of the employee : CHAYAN UPADHYAY
 2. Permanent Account Number of the employee : ACHPU3141R
 3. Financial year : 2017-2018

Details of claims and evidence thereof			
Sl. No.	Nature of claim	Amount(Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1.	House Rent Allowance: (i) Rent paid to the landlord : Rs.142000 (ii) Name of the landlord Rohit Kapoor (iii) Address of the landlord B 302. Keerthi Rendezvous, 16th E 1st Main Road, Pai Layout Bangalore (iv) Permanent Account Number of the landlord ABYPK8209J	Rs.142000	House Rent Receipts
2.	Leave travel concessions or assistance	Rs.0	Travel Receipts/Tickets
3.	Deduction of interest on borrowing: (i) Interest payable/paid to the lender Self Occupied Interest : Let-Out Interest : (ii) Name of the lender Self Occupied : Let-Out : (iii) Address of the lender Self Occupied : Let-Out : (iv) Permanent Account Number of the lender Self Occupied : Let-Out : (a) Financial Institutions (b) Employer (c) Others	Rs.0.0	Provisional Certificate from Bank/Financial Institution/Lender

4.	Deduction under Chapter VI-A (A) Section 80C, 80CCC and 80CCD (i) Section 80C (a) Other Investments : Rs.0 (b) Provident Fund : Rs.42600 (c) Mutual Funds : Rs.100000 (d) Life Insurance Premium : Rs.5294 (e) Public Provident Fund : Rs.0 (f) Equity Linked Savings Scheme : Rs.0 (ii) Section 80CCC : (iii) Section 80CCD : (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.	Rs. 147894.0	Photocopy of the investment proofs
Verification			
I, CHAYAN UPADHYAY son/daughter of Ramesh Chandra Upadhyay . do hereby certify that the information given above is complete and correct.			
Place : BANGALORE			
Date : 05-Jun-2018		(Signature of the employee)	
Designation : Associate IT Consultant		Full Name: CHAYAN UPADHYAY	

Note: The information/details above, as required for deduction of tax u/s 192 of the Income Tax Act, has been entered by the employee through an authorized login on the portal.