

**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

<b>Certificate No.</b> FVKZAXL		<b>Last updated on</b> 15-May-2018			
<b>Name and address of the Employer</b>			<b>Name and address of the Employee</b>		
STANDARD CHARTERED GLOBAL BUSINESS SERVICES PRIVATE LIMITED BRANCH BLDG, 2ND & 3RD FLOOR, GRINDLAYS GARDEN, HADDOWS ROAD, CHENNAI - 600006 Tamilnadu +(91)44-30818185 Jaiganesh.Balasubramanian@sc.com			KARTHICK NEW NO 2, KAJA STREET, MADURAI CENTRAL, MADURAI - 625001 Tamilnadu		
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>		<b>PAN of the Employee</b>	<b>Employee Reference No. provided by the Employer (If available)</b>	
AAECS9043E	CHES06237A		CBIPK5623E		
<b>CIT (TDS)</b>		<b>Assessment Year</b>		<b>Period with the Employer</b>	
The Commissioner of Income Tax (TDS) 7th Floor, New Block, Aayakar Bhawan, 121 , M.G. Road, Chennai - 600034		2018-19		<b>From</b> 01-Apr-2017	<b>To</b> 31-Mar-2018
<b>Summary of amount paid/credited and tax deducted at source thereon in respect of the employee</b>					
<b>Quarter(s)</b>	<b>Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200</b>	<b>Amount paid/credited</b>	<b>Amount of tax deducted (Rs.)</b>	<b>Amount of tax deposited / remitted (Rs.)</b>	
Q1	QSLISHQD	199376.00	17168.00	17168.00	
Q2	QSPVAJCE	226529.00	8773.00	8773.00	
Q3	QSSEMJEE	206079.00	4562.00	4562.00	
Q4	QSYBVKZD	293796.00	41280.00	41280.00	
<b>Total (Rs.)</b>		<b>925780.00</b>	<b>71783.00</b>	<b>71783.00</b>	
<b>I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT</b> (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
<b>Sl. No.</b>	<b>Tax Deposited in respect of the deductee (Rs.)</b>	<b>Book Identification Number (BIN)</b>			
		<b>Receipt Numbers of Form No. 24G</b>	<b>DDO serial number in Form no. 24G</b>	<b>Date of transfer voucher (dd/mm/yyyy)</b>	<b>Status of matching with Form no. 24G</b>
<b>Total (Rs.)</b>					
<b>II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN</b> (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
<b>Sl. No.</b>	<b>Tax Deposited in respect of the deductee (Rs.)</b>	<b>Challan Identification Number (CIN)</b>			
		<b>BSR Code of the Bank Branch</b>	<b>Date on which Tax deposited (dd/mm/yyyy)</b>	<b>Challan Serial Number</b>	<b>Status of matching with OLTAS*</b>
1	4451.00	0004329	05-05-2017	19039	F
2	6359.00	0011352	07-06-2017	14334	F
3	6358.00	0004329	06-07-2017	07894	F
4	2581.00	0004329	07-08-2017	13358	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	2838.00	0011352	07-09-2017	38911	F
6	3354.00	0011352	06-10-2017	04254	F
7	1263.00	6360218	06-11-2017	48433	F
8	2036.00	0004329	06-12-2017	25656	F
9	1263.00	6360218	05-01-2018	51061	F
10	1263.00	6360218	07-02-2018	35987	F
11	12072.00	6360218	06-03-2018	45442	F
12	27945.00	6360218	20-04-2018	34641	F
<b>Total (Rs.)</b>	<b>71783.00</b>				

## Verification

I, **RAJESH CHANDRASEKAR**, son / daughter of working in the capacity of **HEAD SERVICE DELIVERY GBS INDIA** (designation) do hereby certify that a sum of **Rs. 71783.00** [Rs. **Seventy One Thousand Seven Hundred and Eighty Three Only** (in words)] has been deducted and a sum of **Rs. 71783.00** [Rs. **Seventy One Thousand Seven Hundred and Eighty Three 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	CHENNAI	
Date	18-May-2018	
Designation: HEAD SERVICE DELIVERY GBS INDIA		(Signature of person responsible for deduction of Tax)
		Full Name:RAJESH CHANDRASEKAR

## 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

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<b>CIT(TDS)</b> Address : The Commissioner of Income Tax (TDS) 7th Floor, New Block, Aayakar Bhawan, 121, M.G. Road City : CHENNAI      Pin code : 600034		<b>Assessment Year</b> 2018-2019	<b>Period with the Employer</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">FROM</th> <th style="text-align: center;">TO</th> </tr> <tr> <td style="text-align: center;">10-Apr-2017</td> <td style="text-align: center;">31-Mar-2018</td> </tr> </table>	FROM	TO	10-Apr-2017	31-Mar-2018																																																																									
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<b>1. Gross Salary</b> 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 <b>2. Less : Allowance to the extent exempt u/s 10</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Allowance</th> <th style="text-align: left;">Rs.</th> </tr> <tr> <td>Conveyance Allowance</td> <td>18,720.00</td> </tr> <tr> <td>House Rent Allowance.</td> <td>60,056.00</td> </tr> <tr> <td>Medical Allowance</td> <td>14,400.00</td> </tr> </table> <b>3. Balance(1-2)</b> <b>4. Deductions :</b> a) Entertainment allowance b) Tax on employment <b>5. Aggregate of 4(a) and 4(b)</b> <b>6. Income chargeable under the head 'Salaries'(3-5)</b> <b>7. Add: Any other income reported by the employee</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Income</th> <th style="text-align: left;">Rs.</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> <b>8. Gross Total Income(6+7)</b> <b>9. Deductions under Chapter VIA</b> <b>(A) Sections 80C, 80CCC and 80CCD</b> <table style="width:100%;"> <tr> <td style="width:60%;"></td> <td style="width:20%; text-align: right;"><b>Gross Amount</b></td> <td style="width:20%; text-align: right;"><b>Deductible Amount</b></td> </tr> <tr> <td>a) Section 80C</td> <td></td> <td></td> </tr> <tr> <td>    Life Insurance Premium</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>    Provident Fund</td> <td style="text-align: right;">44,460.00</td> <td style="text-align: right;">44,460.00</td> </tr> <tr> <td>    Five Year Time Deposit in Post Office</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>    Public Provident Fund</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>b) Section 80CCC</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>c) Section 80CCD</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table> <p style="font-size: small;">Note: 1. Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1) shall not exceed one lakh fifty thousand rupees.</p>		Allowance	Rs.	Conveyance Allowance	18,720.00	House Rent Allowance.	60,056.00	Medical Allowance	14,400.00	Income	Rs.				<b>Gross Amount</b>	<b>Deductible Amount</b>	a) Section 80C			Life Insurance Premium	0.00	0.00	Provident Fund	44,460.00	44,460.00	Five Year Time Deposit in Post Office	0.00	0.00	Public Provident Fund	0.00	0.00	b) Section 80CCC	0.00	0.00	c) Section 80CCD	0.00	0.00	<table style="width:100%;"> <tr> <td style="width:33%; text-align: right;"><b>Rs.</b></td> <td style="width:33%; text-align: right;"><b>Rs.</b></td> <td style="width:33%; text-align: right;"><b>Rs.</b></td> </tr> <tr> <td style="text-align: right;">925,781.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">0.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">0.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">925,781.00</td> <td></td> </tr> <tr> <td style="text-align: right;">93,176.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">832,605.00</td> <td></td> </tr> <tr> <td style="text-align: right;">0.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">2,190.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">2,190.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">830,415.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">830,415.00</td> </tr> </table>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	925,781.00			0.00			0.00				925,781.00		93,176.00				832,605.00		0.00			2,190.00				2,190.00				830,415.00					0.00				830,415.00
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<b>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</b>  <b>10. Aggregate of deductible amount under Chapter VI-A</b> <b>11. Total Income(8-10)</b> <b>12. Tax on total income</b> <b>13. Surcharge (on tax computed at S.No.12)</b> <b>14. Education cess @ 3% (on tax computed at S.No.12 + on surcharge computed at S.No.13)</b> <b>15. Tax Payable(12+13+14)</b> <b>16. Less: Relief under Section 89 (attach details)</b> <b>17. Tax Payable(15-16)</b>	<b>Gross amount</b>	<b>Qualifying amount</b>	<b>Deductible amount</b> 0.00 44,460.00 785,960.00 69,692.00 0.00 2,091.00 71,783.00 0.00 71,783.00
<b>Verification</b>			
I, RAJESH CHANDRASEKAR, S/o CHANDRASEKAR working in the capacity of HEAD SERVICE DELIVERY GBS INDIA 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.			
<b>Place</b>	<b>CHENNAI</b>	<b>(Signature of person responsible for deduction of tax)</b>	
<b>Date</b>	<b>21-May-2018</b>		
<b>Designation : HEAD SERVICE DELIVERY GBS INDIA</b>		<b>Full Name : RAJESH CHANDRASEKAR</b>	

**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:** STANDARD CHARTERED GLOBAL BUSINESS SERVICES PRIVATE LIMITED  
No.1, Haddows Road  
Nungambakkam,  
Chennai  
TAMIL NADU  
INDIA
- 2. TAN** CHES06237A
- 3. TDS Assessment Range of the employer:**
- 4. Name, designation and PAN of the employee:** KARTHICK  
Support Lead  
CBIPK5623E
- 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):** 830,415.00
- 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)
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) 71,783.00
- b) Tax paid by employer on behalf of the employee u/s 192(1A) 0.00
- c) Total Tax Paid 71,783.00
- d) Date of payment into Government treasury Various dates as mentioned on Part A of the Form 16

**DECLARATION BY THE EMPLOYER**

I, RAJESH CHANDRASEKAR, S/o CHANDRASEKAR working as HEAD SERVICE DELIVERY GBS INDIA do hereby declare on behalf of STANDARD CHARTERED GLOBAL BUSINESS SERVICES PRIVATE LIMITED 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	CHENNAI	
Date	21-May-2018	
Designation : HEAD SERVICE DELIVERY GBS INDIA		(Signature of person responsible for deduction of tax)
		Full Name : RAJESH CHANDRASEKAR

**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 : KARTHICK  
 2. Permanent Account Number of the employee : CBIPK5623E  
 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.97110 (ii) Name of the landlord Nikhil (iii) Address of the landlord 732, plot no1B, Sri varadhapuram, nesa mani nagar extension, Perumbakkam,Chenani (iv) Permanent Account Number of the landlord	Rs.97110	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) Provident Fund : Rs. 44460 (b) Life Insurance Premium : Rs. 0 (c) Five Year Time Deposit in Post Office : Rs. 0 (d) Public Provident Fund : Rs. 0 (ii) Section 80CCC : (iii) Section 80CCD : (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.	Rs. 44460.0	Photocopy of the investment proofs
Verification			
I, <b>KARTHICK</b> son/daughter of . do hereby certify that the information given above is complete and correct.			
Place : Digital Zone 2, 2/F			
Date : 21-May-2018		(Signature of the employee)	
Designation : Support Lead		Full Name: <b>KARTHICK</b>	

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.

## Part B Annexure

PART B GROSS TOTAL INCOME			Whole- Rupee(Rs.) only		
B1	i	Salary (excluding all allowance,perquisites and profit in lieu of salary)	i	707,415.00	
	ii	Allowance not exempt	ii	125,190.00	
	iii	Value of perquisites	iii	0.00	
	iv	Profit in lieu of salary	iv	0.00	
	v	Deductions u/s 16	v	2,190.00	
	vi	Income chargeable under the head 'Salaries'(i+ii+iii+iv-v)	B1		830,415.00
B2	House Property applicable option: Self-Occupied/Let-Out		If letout,furnish details below-		
	i	Gross rent received/receivable/letable value	i		
	ii	Tax paid to local authorities	ii		
	iii	Annual Value(i-ii)	iii		
	iv	30% of Annual Value	iv		
	v	Interest payable on borrowed capital	v		
	vi	Income chargeable under the head 'House Property'	B2		0.00
B3	Income from Other Sources		B3		0.00
B4	Gross Total Income (B1+B2+B3)		B4		830,415.00