

**TDS**

Centralized Processing Cell

**TRACES**

TDS Reconciliation Analysis and Correction Enabling System

Government of India  
Income Tax Department**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. ATJVDTL	Last updated on 08-Jun-2018
Name and address of the Employer	Name and address of the Employee
NOVARTIS HEALTHCARE PRIVATE LIMITED 4TH FLOOR, DR. ANNIE BESANT ROAD, SANDOZ HOUSE, MUMBAI - 400018 Maharashtra +(91)22-24988888 HROPERATIONS.INDIA@NOVARTIS.COM	MANIK PRABHU NANNA H NO 3-45/2, NEAR MAIN X ROAD, NARSAPUR, MEDAK - 502313 Telangana

PAN of the Deductor	TAN of the Deductor	PAN of the Employee	Employee Reference No. provided by the Employer (If available)
AAACN5094N	MUMN12719A	ABRPY2492A	

CIT (TDS)	Assessment Year	Period with the Employer	
The Commissioner of Income Tax (TDS) Room No. 900A, 9th Floor, K.G. Mittal Ayurvedic Hospital Building, Charni Road, Mumbai - 400002	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	QSNMTYEB	459472.00	75714.00	75714.00
Q2	QSQYHZPC	345897.00	33487.00	33487.00
Q3	QSWWPODF	345897.00	32327.00	32327.00
Q4	QTBMFRNG	727497.00	179342.00	179342.00
<b>Total (Rs.)</b>		<b>1878763.00</b>	<b>320870.00</b>	<b>320870.00</b>

**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
<b>Total (Rs.)</b>					

**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	18241.00	6910333	05-05-2017	15185	F
2	45539.00	6910333	07-06-2017	11883	F
3	11934.00	6910333	07-07-2017	11660	F
4	11935.00	6910333	07-08-2017	16322	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	10776.00	6910333	07-09-2017	18399	F
6	10776.00	6910333	06-10-2017	23705	F
7	10776.00	6910333	07-11-2017	13567	F
8	10776.00	6910333	06-12-2017	24505	F
9	10775.00	6910333	05-01-2018	17457	F
10	10776.00	6910333	07-02-2018	14965	F
11	45686.00	6910333	07-03-2018	14074	F
12	122880.00	6910333	27-04-2018	17884	F
<b>Total (Rs.)</b>	<b>320870.00</b>				

## Verification

I, **GEETHA SUDHEERKUMAR MENON**, son / daughter of **SANKARANKUTTY MENON** working in the capacity of **PAYROLL MANAGER** (designation) do hereby certify that a sum of Rs. **320870.00** [Rs. **Three Lakh Twenty Thousand Eight Hundred and Seventy Only** (in words)] has been deducted and a sum of Rs. **320870.00** [Rs. **Three Lakh Twenty Thousand Eight Hundred and Seventy 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	MUMBAI	
Date	08-Jun-2018	
Designation: PAYROLL MANAGER		(Signature of person responsible for deduction of Tax)
		Full Name:GEETHA SUDHEERKUMAR MENON

## 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

Signature valid

Digitally signed by GEETHA SUDHEERKUMAR MENON  
Date: 2018.06.11 18:02:14 IST  
Reason: Form No 16

## Form 16 - Part B

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

Employee Ref. No. : 40007987

From 01-Apr-2017 To 31-Mar-2018

1. Gross Salary			
(a) Salary as per provisions contained in sec.17(1)	1762463.00		
(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)	116300.00		
(c) Profits in lieu of salary under section 17(3)(as per Form No.12BA, wherever applicable)			
(D) TOTAL SALARY U/S 17		1878763.00	
2. <b>Less:</b> Allowance to the extent exempt u/s 10		32950.00	
3. Balance(1d - 2)		1845813.00	
4. Deductions			
(a) Entertainment allowance			
(b) Tax on employment	2400.00		
5. Aggregate of 4(a) and 4(b)		2400.00	
6. INCOME CHARGEABLE UNDER THE HEAD 'SALARIES			1843413.00
7. <b>Add:</b> Any other income reported by the employee			
(a) Income from House Property		0.00	
(B) TOTAL OTHER INCOME			0.00
8. GROSS TOTAL INCOME			1843413.00
9. Deductions under Chapter VI-A			
(I) Sections 80C, 80CCC and 80CCD			
(A) Section 80C		Gross Amount	Deductible Amount
(a) Repayment of Housing Loan Principal	0.00		
(b) Insurance Premium	216623.00		
(c) Employee PF	79284.00		
(d) Tuition Fee	76500.00		
(e) Fixed Deposit (More Than 5 yrs)	0.00		
(f) Mutual Fund	0.00		
(g) Contribution to PPF	0.00		
(h) Other	0.00		
(i) Voluntary PF	0.00		
(j) Contribution to ULIP	0.00		
(k) National Saving Certificate (NSC)	0.00		
(l) Sukanya Samriddhi	0.00		
(M) GROSS TOTAL		372407.00	150000.00
(B) Section 80CCC		0.00	0.00
(C) Section 80CCD : National Pension Scheme			
Section 80CCD (1) : Employee's Contribution		0.00	0.00
Section 80CCD (1B) : Notified pension scheme		0.00	0.00
(D) AGGREGATE AMOUNT DEDUCTIBLE UNDER SECTION 80CCE			150000.00
(E) Section 80CCG: Rajiv Gandhi Equity Savings scheme		0.00	0.00
(II) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.			
(A) Section 80D		30000.00	30000.00

(B) Section 80DD			
(a) 80DD : Handicapped dependents (Severe disability)	0.00		
(b) 80DD : Handicapped dependents (40 % disability)	0.00		
(c) Section 80DD		0.00	0.00
(C) Section 80E		0.00	0.00
(D) Section 80EE		0.00	0.00
(E) Section 80U			
(a) 80 U : Permanent Physcial disability (40% disability)	0.00		
(b) 80 U : Permanent Physcial disability (Severe disability)	0.00		
(c) Section 80U		0.00	0.00
10. AGGREGATE OF DEDUCTIBLE AMOUNT UNDER CHAPTER VI-A			180000.00
11. Total Income (rounded value)			1663410.00
12. Tax Before Rebate U/S 87A			311524.00
13. Tax Rebate U/S 87A			0.00
14. Tax on total income			311524.00
15. Surcharge			0.00
16. Education cess @3%			9346.00
17. Less: Relief under section 89 (attach details)			
18. Net Tax Payable			320870.00

Verification

I, GEETHA S MENON, son/daughter of SANKARANKUTTY MENON working in the capacity of PAYROLL 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	MUMBAI	Signature of Person Responsible for Deduction of Tax	
Date	08-Jun-2018		
Designation	PAYROLL MANAGER	Full Name	GEETHA S MENON

Signature valid

Digitally signed by GEETHA SUDHEER MENON  
Date: 2018.06.11 18:02:15 IST  
Reason: Form No 16

**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  | NOVARTIS HEALTHCARE PRIVATE LIMITED<br>4TH FLOOR, DR. ANNIE BESANT ROAD, SANDOZ HOUSE,<br>MUMBAI, Maharashtra, 400018 |
| (2) | TAN   | MUMN12719A  |
| (3) | TDS Assessment Range of the employer  |   |
| (4) | Name, designation and PAN of employee   | MANIK PRABHU YERRAVALLI<br>CLINICAL PROJECT MANAGER<br>ABRPY2492A   |
| (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)                                      | 1727113.00  |
| (7) | Financial Year  | 2017-2018   |
| (8) | Valuation of Perquisites  |   |

SNo	Nature 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 (non-qualified options)	116300.00	0.00	116300.00
17	Other benefits or amenities	0.00	0.00	0.00
18	Total value of perquisites	116300.00	0.00	116300.00
19	Total value of profits in lieu of salary as per 17(3)			
(9)	Details of tax			
	(a) Tax Deducted from salary of the employee under section 192(1)	320870.00		
	(b) Tax paid by the employer on behalf of the employee under section 192(1A)			
	(c) Total Tax paid	320870.00		
	(d) Date of payment into Government treasury	As per Form 16		

**DECLARATION BY EMPLOYER**

I, GEETHA SMENON, son/daughter of SANKARANKUTTY MENON working as PAYROLL MANAGER (designation) do hereby declare on behalf of NOVARTIS HEALTHCARE 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	MUMBAI	Signature of Person Responsible for Deduction of Tax	
Date	08-Jun-2018		
Designation	PAYROLL MANAGER	Full Name	GEETHA SMENON

Document certified by GEETHA SUDHEER MENON  
<GEETHA.MENON@NOVARTIS.COM>

Digitally signed by GEETHA SUDHEER MENON  
Date: 2018.06.11 18:02:16 IST  
Reason: Form No 16