

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. SGJUQLA		Last updated on 04-Jun-2025	
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen	
ADP PRIVATE LIMITED SURVEY NO:88/AA AND 88/E, ONE WEST BUILDING, NANAKRAMGUDA VILLAGE, SERILINGAMPALLY MANDAL, RR DISTRICT - 500008 Telangana +(91)40-67570868 VARAPRASAD.TALLAMRAJU@ADP.COM		PRAVAS RANJAN PATRA Badapada Patnagarh, PATNAGARH (N.A.C.), Balangir - 767025 Odisha	
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)
AANCA8983A	HYDA16965E	CPEPP4033F	
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) Room No. 411, Income Tax Towers, 10-2-3 A.C. Guard , Hyderabad - 500004		2025-26	From 01-Apr-2024 To 31-Mar-2025

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	QVTAKFCD	775347.00	120155.00	120155.00
Q2	QVUDLVVB	542684.00	48283.00	48283.00
Q3	QVXBFDDBA	510601.00	36508.00	36508.00
Q4	QVZRWPIF	546138.00	113318.00	113318.00
Total (Rs.)		2374770.00	318264.00	318264.00

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	101994.00	6910013	06-05-2024	15369	F
2	9049.00	6910013	05-06-2024	08070	F
3	9112.00	6910013	05-07-2024	04874	F
4	9315.00	6910013	06-08-2024	19737	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	9237.00	6910013	06-09-2024	05734	F
6	29731.00	6910013	05-10-2024	06893	F
7	12049.00	6910013	06-11-2024	05279	F
8	12167.00	6910013	06-12-2024	12248	F
9	12292.00	6910013	06-01-2025	20129	F
10	42473.00	6910013	05-02-2025	02305	F
11	35049.00	6910013	06-03-2025	21802	F
12	35796.00	6910013	25-04-2025	04362	F
Total (Rs.)	318264.00				

Verification

I, **NITESH CHANDAK**, son / daughter of **PRADEEP K CHANDAK** working in the capacity of **SENIOR DIRECTOR** (designation) do hereby certify that a sum of **Rs. 318264.00 [Rs. Three Lakh Eighteen Thousand Two Hundred and Sixty Four Only (in words)]** has been deducted and a sum of **Rs. 318264.00 [Rs. Three Lakh Eighteen Thousand Two Hundred and Sixty Four 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	R R DISTRICT	
Date	10-Jun-2025	
Designation: SENIOR DIRECTOR		(Signature of person responsible for deduction of Tax)
		Full Name:NITESH CHANDAK

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