

FORM NO. 16

[See rule 31(1)(a)]

**Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source
from income chargeable under the head “Salaries”**

Name and address of the Employer		Name and designation of the Employee		
PAN No. of the Deductor	TAN No. of the Deductor	PAN No. of the Employee		
Acknowledgement Nos. of all quarterly statements of TDS under sub-section (3) of section 200 as provided by TIN Facilitation Centre or NSDL web-site		Period		Assessment year
Quarter	Acknowledgement No.	From	To	

DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

1. Gross salary			
(a) Salary as per provisions contained in section 17(1)	Rs.		
(b) Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	Rs.		
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	Rs.		
(d) Total		Rs.	
2. Less : Allowance to the extent exempt under section 10			
Allowance	Rs.		
		Rs.	
3. Balance (1 – 2)		Rs.	
4. Deductions :			
(a) Entertainment allowance	Rs.		
(b) Tax on Employment	Rs.		
5. Aggregate of 4(a) and (b)	Rs.		
6. Income chargeable under the head ‘Salaries’ (3 - 5)			Rs.
7. Add : Any other income reported by the			

employee	
	Rs.

8.	Gross total income (6 + 7)	Rs.
9.	Deductions under Chapter VI-A	Rs.

(A) sections 80C, 80CCC and 80CCD

		Gross amount	Deductible amount
(a) section 80C			
(i)	Rs.		
(ii)	Rs.		
(iii)	Rs.		
(iv)	Rs.		
(v)	Rs.		
(vi)	Rs.	Rs.	Rs.
(b) section 80CCC		Rs.	Rs.
(c) section 80CCD		Rs.	Rs.

Note :1. aggregate amount deductible under section 80C shall not exceed one lakh rupees

2. aggregate amount deductible under the three sections , *i.e.*, 80C, 80CCC and 80CCD, shall not exceed one lakh rupees

(B) other sections (*e.g.*, 80E, 80G etc.)

Under Chapter VIA

	Gross Amount	Qualifying Amount	Deductible Amount
(a) section	Rs.	Rs.	Rs.
(b) section	Rs.	Rs.	Rs.
(c) section	Rs.	Rs.	Rs.
(d) section	Rs.	Rs.	Rs.
(e) section	Rs.	Rs.	Rs.
10. Aggregate of deductible amounts under Chapter VI-A			Rs.
11. Total income (8—10) Rs.			Rs.
12. Tax on total income Rs.			Rs.
13. Surcharge (on tax computed at S. No. 12) Rs.			Rs.
14. Education Cess @ 2% on (tax at S. No. 12 <i>plus</i> surcharge at S. No. 13) Rs.			Rs.
15. Tax payable (12+13+14) Rs.			Rs.
16. Relief under section 89 (attach details) Rs.			Rs.
17. Tax payable (15-16) Rs.			Rs.
18 Less : (a) Tax deducted at source u/s 192(1)		Rs.	Rs.
(b) Tax paid by the employer on behalf of the employee u/s 192(1A) on perquisites u/s 17(2)		Rs.	Rs.
19. Tax payable/refundable (17-18)			Rs.

DETAILS OF TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT**(The Employer is to provide transaction-wise details of tax deducted and deposited)**

S. No.	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Total tax deposited Rs.	Cheque/DD No. (if any)	BSR Code of Bank branch	Date on which tax deposited (dd/mm/yy)	Transfer voucher/ Challan Identification No.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

I _____, son/daughter of _____ working in the capacity of _____
(designation) do hereby certify that a sum of Rs. _____ [Rupees _____ (in words)] has been
deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true
and correct based on the books of account, documents and other available records.

Place _____

Date _____

_____.

Signature of the person responsible for deduction of tax

Full Name

Designation