

**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> RPWEYYA	<b>Last updated on</b> 20-Jun-2019
<b>Name and address of the Employer</b>	<b>Name and address of the Employee</b>
COMPASS INDIA SUPPORT SERVICES PRIVATE LIMITED 401 4th Floor, Spaze I Tech Park Tower A, Sohna Road, Gurgaon, Gurgaon - 122018 Haryana +(91)-4975400 TAXATION.INDIA@COMPASS-GROUP.CO.IN	BHANUJEET CHOUDHARY 7TH FLOOR, KALPATARU INSPIRE, OFF WE HIGHWAY, SANTACRUZ EAST, MUMBAI - 400055 Maharashtra

<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>
AABCV4229N	DELV04706C	ASTPC7985R	

<b>CIT (TDS)</b>	<b>Assessment Year</b>	<b>Period with the Employer</b>
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4, Luxmi Nagar, Delhi - 110092	2019-20	<b>From</b> 01-Apr-2018 <b>To</b> 31-Mar-2019

**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	QTDMSRWC	295086.00	11084.00	11084.00
Q2	QTFQRBRA	295086.00	10611.00	10611.00
Q3	QTJMSDGG	295086.00	10610.00	10610.00
Q4	QTNUPQRE	511351.00	69536.00	69536.00
<b>Total (Rs.)</b>		<b>1396609.00</b>	<b>101841.00</b>	<b>101841.00</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	4010.00	0004329	07-05-2018	21415	F
2	3537.00	0013283	07-06-2018	22027	F
3	3537.00	0014431	06-07-2018	18495	F
4	3537.00	0013283	07-08-2018	07708	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	3537.00	0011349	07-09-2018	24722	F
6	3537.00	0011349	06-10-2018	12569	F
7	3537.00	0004329	06-11-2018	12489	F
8	3537.00	0013283	06-12-2018	15796	F
9	3536.00	0011349	07-01-2019	24059	F
10	46580.00	0004329	07-02-2019	11534	F
11	12014.00	0014431	07-03-2019	23885	F
12	10942.00	0011349	18-04-2019	00811	F
<b>Total (Rs.)</b>	<b>101841.00</b>				

## Verification

I, **PANKAJ KEJRIWAL**, son / daughter of **SUSHIL KUMAR KEJRIWAL** working in the capacity of **VICE PRESIDENT FINANCE** (designation) do hereby certify that a sum of Rs. **101841.00** [Rs. **One Lakh One Thousand Eight Hundred and Fourty One Only** (in words)] has been deducted and a sum of Rs. **101841.00** [Rs. **One Lakh One Thousand Eight Hundred and Fourty One 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	Gurgaon	
Date	21-Jun-2019	
Designation: VICE PRESIDENT FINANCE		(Signature of person responsible for deduction of Tax)
		Full Name:PANKAJ KEJRIWAL

## 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**
**PART B**

Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary

<b>Certificate No.</b>	RPWEYYA	<b>Last updated on</b>	20-Jun-2019
<b>Name and address of the Employer</b>	<b>Name and address of the Employee</b>		
COMPASS INDIA SUPPORT SERVICES PRIVATE LIMITED 401 4th Floor, Spaze I Tech Park Tower A, Sohna Road, Gurgaon, Gurgaon - 122018 Haryana +(91)-4975400 TAXATION.INDIA@COMPASS-GROUP.CO.IN	BHANUJEET CHOUDHARY 7TH FLOOR, KALPATARU INSPIRE, OFF WE HIGHWAY, SANTACRUZ EAST, MUMBAI -400055 Maharashtra		
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee</b>	
AABCV4229N	DELV04706C	ASTPC7985R	
<b>CIT (TDS)</b>	<b>Assessment Year</b>	<b>Period with the Employer</b>	
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4, Luxmi Nagar, Delhi - 110092	2019-20	<b>From</b> 01-Apr-2018	<b>To</b> 29-Mar-2019

Details of Salary Paid and any other income and tax deducted		Rs.	Rs.
1.	Gross Salary		
(a)	Salary as per provisions contained in section 17(1)	1396609.00	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	0.00	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	0.00	
(d)	Total		1396609.00
(e)	Reported total amount of salary received from other employer(s)		0.00
2.	Less: Allowances to the extent exempt under section 10		
(a)	Travel concession or assistance under section 10(5)	0.00	
(b)	Death-cum-retirement gratuity under section 10(10)	0.00	
(c)	Commuted value of pension under section 10(10A)	0.00	
(d)	Cash equivalent of leave salary encashment under section 10 (10AA)	0.00	
(e)	House rent allowance under section 10(13A)	224544.00	

(f)	Amount of any other exemption under section 10 [Note: Break-up to be prepared by employee and issued to the employee, where applicable, before furnishing of Part B to the employee]		
(g)	Total amount of any other exemption under section 10	0.00	
(h)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(g)]		224544.00
3.	Total amount of salary received from current employer [1(d)-2(h)]		1172065.00
4.	Less: Deductions under section 16		
(a)	Standard deduction under section 16(ia)	40000.00	
(b)	Entertainment allowance under section 16(ii)	0.00	
(c)	Tax on employment under section 16(iii)	0.00	
5.	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]		40000.00
6.	Income chargeable under the head "Salaries" [(3+1(e))-5]		1132065.00
7.	Add: Any other income reported by the employee under as per section 192 (2B)		
(a)	Income (or admissible loss) from house property reported by employee offered for TDS	0.00	
(b)	Income under the head Other Sources offered for TDS	0.00	
8.	Total amount of other income reported by the employee [7(a)+7(b)]		0.00
9.	Gross total income (6+8)		1132065.00
10.	Deductions under Chapter VI-A		
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C		139364.00
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC		0.00
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)		0.00
(d)	Total deduction under section 80C, 80CCC and 80CCD(1)		139364.00
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)		0.00

(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	0.00
(g)	Deduction in respect of health insurance premia under section 80D	0.00
(h)	Deduction in respect of interest on loan taken for higher education under section 80E	65581.00
(i)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	0.00
(j)	Deduction in respect of interest on deposits in savings account under section 80TTA	0.00
(k)	Amount deductible under any other provision(s) of Chapter VI-A [Note: Break-up to be prepared by employee and issued to the employee, where applicable, before furnishing of Part B to the employee]	
(l)	Total of amount deductible under any other provision(s) of Chapter VI-A	0.00
11.	Aggregate of deductible amount under Chapter VI-A [10(d)+10(e)+10(f)+10(g)+10(h)+10(i)+10(j)+10(l)]	204945.00
12.	Total taxable income (9-11)	927120.00
13.	Tax on total income	97924.00
14.	Rebate under section 87A, if applicable	0.00
15.	Surcharge, wherever applicable	0.00
16.	Health and education cess	3917.00
17.	Tax payable (13+15+16-14)	101841.00
18.	Less: Relief under section 89 (attach details)	0.00
19.	Net tax payable (17-18)	101841.00

## Verification

I, PANKAJ KEJRIWAL, son/daughter of SUSHIL KUMAR KEJRIWAL. Working in the capacity of VICE PRESIDENT FINANCE (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	Gurgaon	(Signature of person responsible for deduction of tax)	
Date	21-Jun-2019	Full Name:	PANKAJ KEJRIWAL

2. (f) Break up for 'Amount of any other exemption under section 10' to be filled in the table below				
Sl.No	Particular's of Amount for any other exemption under section 10	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.

10(k). Break up for 'Amount deductible under any other provision(s) of Chapter VIA ' to be filled in the table below				
Sl.No	Particular's of Amount deductible under any other provision(s) of Chapter VIA	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.

Place	GURGAON	(Signature of the person responsible for deduction of tax)
Date	21 Jun 2019	Full Name : PANKAJ KEJRIWAL

**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 : COMPASS INDIA SUPPORT SERVICES PRIVATE LIMITED  
401 4th Floor Spaze I Tech Park Tower A  
Sohna Road  
GURGAON, HARYANA - 122018

2. TAN : DELV04706C

3. TDS Assessment Range of the Employer :

4. Name Designation and PAN of Employee : Bhanujeet Choudhary , Senior Manager - Operations  
ASTPC7985R

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) : 1396609.00

7. Financial year : 2018 - 2019

8. Valuation of Perquisites :

S. No.	Name of perquisites (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	Car Perquisite	0.00	0.00	0.00
2	CLA - Accomodation	0.00	0.00	0.00
3	Excess Interest Credited	0.00	0.00	0.00
4	Free Education	0.00	0.00	0.00
5	Gas, Electricity, Water	0.00	0.00	0.00
6	Gifts, Vouchers etc	0.00	0.00	0.00
7	Interest free or concessional Loans	0.00	0.00	0.00
8	PF in excess of 12%	0.00	0.00	0.00
9	Remuneration paid on behalf of employee	0.00	0.00	0.00
10	Stock Options	0.00	0.00	0.00
11	Superannuation Perq	0.00	0.00	0.00
12	Sweeper,Gardener,Watchman,Personal Attendant	0.00	0.00	0.00
13	Transfer of assets to employees	0.00	0.00	0.00
14	Use of movable assets by employees	0.00	0.00	0.00
15	Value of Other Benefit/Amenity/Service/Privilege	0.00	0.00	0.00
16	NPS Perq	0.00	0.00	0.00
17	<b>Total value of perquisites</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
18	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 under sec. 192(1) Rs. **101841.00**

(b) Tax paid by employer on behalf of the employee under section 192(1A) Rs. **0.00**

(c) Total tax paid Rs. **101841.00**

(d) Date of payment into Government treasury Various Dates as mentioned on Page 2 of the Form 16

**DECLARATION BY EMPLOYER**

I, **PANKAJ KEJRIWAL**, son/daughter of **SUSHIL KUMAR KEJRIWAL** working as **VICE PRESIDENT FINANCE** do hereby declare on behalf of COMPASS INDIA SUPPORT 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 there under and that such information is true and correct.

Place : GURGAON  
Date : 21 Jun 2019

Signature of the person responsible for deduction of tax  
Full Name : PANKAJ KEJRIWAL  
Designation : VICE PRESIDENT FINANCE