

Form 16

Form 16 Details:

Employee Name	:	Saurav Yadav
Employee Number	:	911337
Employee PAN	:	AMAPY3417F
Employee Designation	:	SENIOR SOFTWARE ENGINEER
Financial Year	:	2023 - 2024
Assessment Year	:	2024 - 2025
Form No. 16 enclosed	:	YES
Form No. 12BA enclosed	:	YES
Taxable Income	:	697,746.00
Tax Deducted	:	54,131.00

Signature Details:

This form has been signed and certified using a Digital Signature Certificate as specified under section 119 of the income-tax Act, 1961. (Please refer Circular No.2/2007, dated 21-5-2007).

The Digital Signature of the signatory has been affixed in the box provided below. To see the details and validate the signature, you should click on the box.

Caution: Please do not attempt to modify / tamper with your Form 16. Any alternation will render the same invalid.

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. SZDMIKA		Last updated on 07-Jun-2024	
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen	
HAYS BUSINESS SOLUTIONS PRIVATE LIMITED Building 9B, DLF Cyber City, 11th Floor, Gurugram - 122002 Haryana +(91)124-4752500 Finance.HelpdeskIndia@hays.com		SAURAV YADAV HOUSE NO 2637 A, HOUSING BOARD COLONY, SECTOR 3, BALLABGARH, FARIDABAD - 121004 Haryana	
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)
AACCH1976M	RTKH03160D	AMAPY3417F	
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) C.R. Building, Sector 17 . E, Himalaya Marg Chandigarh - 160017		2024-25	From 01-Apr-2023 To 31-Mar-2024

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	FXBHMUDI	259156.00	10827.00	10827.00
Q2	FXBMYZPO	252406.00	9370.00	9370.00
Q3	FXCPQLPI	264406.00	11555.00	11555.00
Q4	FXCTUERW	269937.00	22379.00	22379.00
Total (Rs.)		1045905.00	54131.00	54131.00

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	8265.00	6390009	04-05-2023	17805	F
2	1281.00	6390009	31-05-2023	03626	F
3	1281.00	6390009	07-07-2023	95818	F
4	6808.00	6390009	01-08-2023	10360	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	1281.00	6390009	31-08-2023	02451	F
6	1281.00	0180002	30-09-2023	12799	F
7	7100.00	0180002	01-11-2023	06281	F
8	3174.00	6390009	30-11-2023	02058	F
9	1281.00	6390009	29-12-2023	03920	F
10	8017.00	6390009	31-01-2024	05940	F
11	7181.00	6390009	29-02-2024	03704	F
12	7181.00	6390009	28-03-2024	05561	F
Total (Rs.)	54131.00				

Verification

I, SANJEEV KUMAR, son / daughter of RAM SAHAI working in the capacity of DIRECTOR FINANCE (designation) do hereby certify that a sum of Rs. 54131.00 [Rs. Fifty Four Thousand One Hundred and Thirty One Only (in words)] has been deducted and a sum of Rs. 54131.00 [Rs. Fifty Four Thousand One Hundred and Thirty 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	12-Jun-2024	
Designation: DIRECTOR FINANCE		(Signature of person responsible for deduction of Tax)
		Full Name:SANJEEV KUMAR

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 paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P

Certificate No. SZDMIKA		Last updated on 07-Jun-2024	
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen	
HAYS BUSINESS SOLUTIONS PRIVATE LIMITED Building 9B, DLF Cyber City, 11th Floor, Gurugram - 122002 Haryana +(91)124-4752500 Finance.HelpdeskIndia@hays.com		SAURAV YADAV HOUSE NO 2637 A, HOUSING BOARD COLONY, SECTOR 3, BALLABGARH, FARIDABAD - 121004 Haryana	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee/Specified senior citizen	
AACCH1976M	RTKH03160D	AMAPY3417F	
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) C.R. Building, Sector 17 . E, Himalaya Marg Chandigarh - 160017		2024-25	From 01-Apr-2023 To 31-Mar-2024

Annexure - I

Details of Salary Paid and any other income and tax deducted

A	Whether opting out of taxation u/s 115BAC(1A)?	Yes	
1.	Gross Salary	Rs.	Rs.
(a)	Salary as per provisions contained in section 17(1)	1042405.00	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	3500.00	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	0.00	
(d)	Total		1045905.00
(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)	Commutated 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)	136434.00	
(f)	Other special allowances under section 10(14)	0.00	

(g)	Amount of any other exemption under section 10 [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]		
(h)	Total amount of any other exemption under section 10	3500.00	
(i)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(f)+2(h)]		139934.00
3.	Total amount of salary received from current employer [1(d)-2(i)]		905971.00
4.	Less: Deductions under section 16		
(a)	Standard deduction under section 16(ia)	50000.00	
(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)]		50000.00
6.	Income chargeable under the head "Salaries" [(3+1(e))-5]		855971.00
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)		855971.00
10.	Deductions under Chapter VI-A	Gross Amount	Deductible Amount
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C	161929.00	150000.00
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC	0.00	0.00
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)	0.00	0.00
(d)	Total deduction under section 80C, 80CCC and 80CCD(1)	161929.00	150000.00
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)	0.00	0.00
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	0.00	0.00
(g)	Deduction in respect of health insurance premia under section 80D	8225.00	8225.00

(h)	Deduction in respect of interest on loan taken for higher education under section 80E	0.00	0.00
(i)	Deduction in respect of contribution by the employee to Agnipath Scheme under section 80CCH	0.00	0.00
(j)	Deduction in respect of contribution by the Central Government to Agnipath Scheme under section 80CCH	0.00	0.00
		Gross Amount	Qualifying Amount
(k)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	0.00	0.00
(l)	Deduction in respect of interest on deposits in savings account under section 80TTA	0.00	0.00
(m)	Amount Deductible under any other provision (s) of Chapter VI-A [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]		
(n)	Total of amount deductible under any other provision(s) of Chapter VI-A	0.00	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(k)+10(l)+10(n)]		158225.00
12.	Total taxable income (9-11)		697746.00
13.	Tax on total income		52049.00
14.	Rebate under section 87A, if applicable		0.00
15.	Surcharge, wherever applicable		0.00
16.	Health and education cess		2082.00
17.	Tax payable (13+15+16-14)		54131.00
18.	Less: Relief under section 89 (attach details)		0.00
19.	Net tax payable (17-18)		54131.00
Verification			
I, <u>SANJEEV KUMAR</u> , son/daughter of <u>RAM SAHAI</u> .Working in the capacity of <u>DIRECTOR FINANCE</u> (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	12-Jun-2024	Full Name:	SANJEEV KUMAR

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 Rs.	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.
1.				
2..				
3.				
4.				
5.				
6.				

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 Rs.	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.
1.				
2.				
3.				
4.				
5.				
6.				

Place	GURGAON	(Signature of person responsible for deduction of tax)	
Date	12-Jun-2024	Full Name:	SANJEEV KUMAR

Annexure B

Employee Name	PAN No. of the Employee
Saurav Yadav - 911337	AMAPY3417F

2. (f) Break up for 'Amount of any other exemption under section 10' to be filled in the table below				
Sl. No.	Amount of any other exemption under section 10 Rs.	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.
1	Gift Exemption	3,500.00	3,500.00	3,500.00

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

Place: Gurugram		(Signature of the person responsible for deduction of tax)	
Date: 12-Jun-2024		Full Name: Sanjeev Kumar	

PART B Verification Form						
Name and address of the employer			Name and designation of the employee			
Hays Business Solutions Private Limited Regd. Office Address: Building No. 9B, 11th Floor, DLF Cyber City, Gurugram-122002, Haryana TAN: RTKH03160D, PAN:AACCH1976M			Saurav Yadav - 911337 SENIOR SOFTWARE ENGINEER			
PAN No. of Deductor		TAN No.of Deductor		Address of the Employee		
AACCH1976M		RTKH03160D				
			Employee PAN: AMAPY3417F			
CIT (TDS)			Assessment Year		Period	
Address: CIRCLE 1 (1) , Range 53			2024 - 2025		From	
City: Gurugrm Pin Code: 122006					Apr 2023	
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.	1,042,405.00		
	BASIC	341,091.00				
	HRA	204,657.00				
	CONVEYANCE	97,458.00				
	SPECIAL ALLOWANCE	274,011.00				
	EX-GRATIA_1	4,900.00				
	QUARTERLY/ANNUAL BONUS	106,288.00				
	REWARDS AND RECOGNITION	14,000.00				
(b)	Value of perquisites under section 17(2) (as per Form No.12BA, wherever applicable)		Rs.	3,500.00		
(c)	Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable)		Rs.	0.00		
(d)	Total				Rs. 1,045,905.00	
(e)	Reported total amount of salary received from other employer(s)				Rs. 0.00	
2.	Less : Allowance to the extent exempt under section 10					
(e)	House rent allowance under section 10(13A)		Rs.	136,434.00		
(f)	Amount of any other exemption under section 10					
	Gift Exemption	Rs. 3,500.00				
(g)	Total amount of any other exemption under section 10		Rs.	3,500.00		
(h)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(g)]				Rs. 139,934.00	
3.	Total amount of salary received from current employer [1(d)-2(h)]				Rs. 905,971.00	
4.	Less: Deductions under section 16					
(a)	Standard deduction under section 16(ia)		Rs.	50,000.00		
(b)	Entertainment allowance under section 16(ii)		Rs.	0.00		
(c)	Tax on employment under section 16(iii)		Rs.	0.00		
5.	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]				Rs. 50,000.00	
6.	Income chargeable under the head "Salaries" [(3+1(e)-5)]				Rs. 855,971.00	
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		Rs.	0.00		
(b)	Income under the head Other Sources offered for TDS		Rs.	0.00		
8.	Total amount of other income reported by the employee [7(a)+7(b)]				Rs. 0.00	
9.	Gross total income (6 + 8)				Rs. 855,971.00	
10.	Deductions under Chapter VI-A					
			Gross Amount		Deductible Amount	
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C		Rs.	161,929.00	Rs. 150,000.00	
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC		Rs.	0.00	Rs. 0.00	
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)		Rs.	0.00	Rs. 0.00	
(d)	Total deduction under section 80C, 80CCC and 80CCD(1)		Rs.	161,929.00	Rs. 150,000.00	

(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)		Rs. 0.00	Rs. 0.00
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)		Rs. 0.00	Rs. 0.00
(g)	Deduction in respect of health insurance premia under section 80D		Rs. 8,225.00	Rs. 8,225.00
(h)	Deduction in respect of interest on loan taken for higher education under section 80E		Rs. 0.00	Rs. 0.00
		Gross Amount	Qualifying Amount	Deductible Amount
(i)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	Rs. 0.00	Rs. 0.00	Rs. 0.00
(j)	Deduction in respect of interest on deposits in savings account under section 80TTA	Rs. 0.00	Rs. 0.00	Rs. 0.00
(k)	Amount deductible under any other provision(s) of Chapter VI-A			
(l)	Total of amount deductible under any other provision(s) of Chapter VI-A	Rs.	Rs.	Rs.
11.	Aggregate of deductible amount under Chapter VI-A [10(a)+10(b)+10(c)+10(d)+10(e)+10(f)+10(g)+10(h)+10(i) 10(j)+10(l)]			Rs. 158,225.00
12.	Total taxable income (9 - 11)			Rs. 697,746.00
13.	Tax on total income			Rs. 52,049.00
14.	Rebate under section 87A, if applicable			Rs. 0.00
15.	Surcharge, wherever applicable			Rs. 0.00
16.	Health and education cess			Rs. 2,082.00
17.	Tax payable (13+15+16-14)			Rs. 54,131.00
18.	Less: Relief under section 89 (attach details)			Rs. 0.00
19.	Net Tax payable (17-18)			Rs. 54,131.00
Verification				
I, Sanjeev Kumar , son/daughter of Ram Sahai working in the capacity of Director - 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: Gurugram		(Signature of the person responsible for deduction of tax)		
Date: 12-Jun-2024		Full Name: Sanjeev Kumar		

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 : **Hays Business Solutions Private Limited**
Regd. Office Address: Building No. 9B, 11th Floor, DLF Cyber City,
Gurugram-122002, Haryana
TAN: RTKH03160D, PAN:AACCH1976M
- 2) TAN : RTKH03160D
- 3) TDS assessment range of the employer : CIRCLE 1 (1) , Range 53
- 4) Name, designation and PAN of employee : **Saurav Yadav - 911337**
SENIOR SOFTWARE ENGINEER
AMAPY3417F
- 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) : 1,042,405.00
- 7) Financial year : 2023 - 2024
- 8) Valuation of perquisites

Sl No	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 (3) - (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.	3,500.00	0.00	3,500.00
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 allotted /transferred by employer being an eligible start-up referred to in section 80-IAC.	0.00	0.00	0.00
17	Stock options (non-qualified options) other than ESOP in col 16 above.	0.00	0.00	0.00
18	Contribution by the employer to fund and scheme taxable under section 17(2)(vii).	0.00	0.00	0.00
19	Annual accretion by way of interest, dividend, etc. to the balance at the credit of fund and scheme referred to in section 17(2)(vii) and taxable under section 17(2)(viii).	0.00	0.00	0.00
20	Other benefits or amenities	0.00	0.00	0.00
21	Total value of perquisites	3,500.00	0.00	3,500.00
22	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) : 54,131.00
- (b) Tax paid by employer on behalf of the employee u/s 192(1A) : 0.00
- (c) Total tax paid : 54,131.00
- (d) Date of payment into Government treasury :

DECLARATION BY EMPLOYER

I, **Sanjeev Kumar** , son/daughter of **Ram Sahai** working in the capacity of **Director - Finance** do hereby declare on behalf of **Hays Business Solutions 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.

Signature of the person responsible for deduction of tax

Place:	Gurugram	Full Name:	Sanjeev Kumar
Date:	12-Jun-2024	Designation:	Director - Finance