

**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> FTWZMOA	<b>Last updated on</b> 28-May-2021
<b>Name and address of the Employer</b>	<b>Name and address of the Employee</b>
COGNIZANT TECHNOLOGY SOLUTIONS INDIA PRIVATE LIMITED 5/535, OKKIYAM, OLD MAHABALIPURAM ROAD, THORAIPAKKAM, CHENNAI - 600097 Tamil Nadu +(91)44-43675000	KALAKUMARI RESHMA NAIR 7 17A, KOTTAIKALA KOVILUM VEEDU, PONMANAI, KALKULAM, KANNIYAKUMARI - 629161 Tamil Nadu

<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>
AAACD3312M	CHEC02509D	CGJPR3816G	0000768674

<b>CIT (TDS)</b>	<b>Assessment Year</b>	<b>Period with the Employer</b>	
The Commissioner of Income Tax (TDS) 7th Floor, New Block, Aayakar Bhawan, 121 , M.G. Road, Chennai - 600034	2021-22	<b>From</b> 01-Apr-2020	<b>To</b> 31-Mar-2021

**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	QUAQESZB	83504.00	0.00	0.00
Q2	QUDONHCF	91435.00	0.00	0.00
Q3	QUFWRZHA	102810.00	0.00	0.00
Q4	QUJWROCC	123063.00	0.00	0.00
<b>Total (Rs.)</b>		<b>400812.00</b>	<b>0.00</b>	<b>0.00</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	0.00	-	06-05-2020	-	F
2	0.00	-	05-06-2020	-	F
3	0.00	-	07-07-2020	-	F
4	0.00	-	07-08-2020	-	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	0.00	-	07-09-2020	-	F
6	0.00	-	07-10-2020	-	F
7	0.00	-	06-11-2020	-	F
8	0.00	-	07-12-2020	-	F
9	0.00	-	07-01-2021	-	F
10	0.00	-	05-02-2021	-	F
11	0.00	-	05-03-2021	-	F
12	0.00	-	29-04-2021	-	F
<b>Total (Rs.)</b>	<b>0.00</b>				

## Verification

I, **VISWANATHAN MURALI**, son / daughter of **VISWANATHAN** working in the capacity of **SENIOR DIRECTOR FINANCE** (designation) do hereby certify that a sum of Rs. **0.00** [Rs. **Zero Only** (in words)] has been deducted and a sum of Rs. **0.00** [Rs. **Zero 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	Chennai	(Signature of person responsible for deduction of Tax)
Date	31-May-2021	
Designation: SENIOR DIRECTOR FINANCE		Full Name: VISWANATHAN MURALI

## 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

Document certified by VISWANATHAN MURALI  
<murali.viswanathan@cognizant.com>

Digitally signed by  
VISWANATHAN MURALI  
Date: 2021.05.10 04:36:54  
IST

EmpID : 768674

Emp.Name : Reshma Nair

PAN :CGJPR3816G

PART B - Financial Year 2020 - 21			
Details of Salary paid and any other income and tax deducted			
Whether opting for taxation u/s 115BAC	No		
	Rs.	Rs.	Rs.
<b>1. Gross Salary</b>			
(a) Salary as per provisions contained in sec.17(1)		400,812	
(b) Value of perquisites under section 17(2) (as per Form No. 2BA, wherever applicable)		-	
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)		-	
(d) Total			400,812
(e) Reported total amount of salary received from other employer(s)			-
<b>2. Less: Allowance to the extent exempt under section 10</b>			
(a) Travel concession or assistance under section 10(5)		-	
(b) Death-cum-retirement gratuity under section 10(10)		-	
(c) Commuted value of pension under section 10(10A)		-	
(d) Cash equivalent of leave salary encashment under section 10 (10AA)		-	
(e) House rent allowance under section 10(13A)		-	
(f) Amount of any other exemption under section 10		-	
(g) Total amount of any other exemption under section 10		-	
(h) Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(g)]			-
<b>3. Total amount of salary received from current employer [1(d)-2(h)]</b>			400,812
<b>4. Less: Deductions under section 16</b>			
(a) Standard deduction under section 16(ia)		50,000	
(b) Entertainment allowance under section 16(ii)		-	
(c) Tax on employment under section 16(iii)		2,500	
<b>5. Total amount of deductions under section 16 [4(a)+4(b)+4(c)]</b>			52,500
<b>6. Income chargeable under the head "Salaries" [(3+1(e)-5]</b>			348,312
<b>7. Add: Any other income reported by the employee under as per section 192 (2B)</b>			
(a) Income (or admissible loss) from house property reported by employee offered for TDS		-	
(b) Income under the head Other Sources offered for TDS		-	

EmpID : 768674

Emp.Name : Reshma Nair


PAN :CGJPR3816G

	Rs.	Rs.	Rs.
<b>8. Total amount of other income reported by the employee</b> <b>[7(a)+7(b)]</b>			-
<b>9. Gross total income (6+8)</b>			348,312
<b>10. Deductions under Chapter VIA</b>		<b>Gross Amount</b>	<b>Deductible Amount</b>
(a) Deduction in respect of life insurance premium, contributions to provident fund etc. under section 80C		20,887	20,887
(b) Deduction in respect of contribution to certain pension funds under section 80CCC		-	-
(c) Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)		-	-
(d) Total deduction under section 80C, 80CCC and 80CCD(1)		20,887	20,887
(e) Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)		-	-
(f) Deduction in respect of contribution by Employer to pension scheme under (f)section 80CCD (2)		-	-
(g) Deduction in respect of health insurance premium under section 80D		-	-
(h) Deduction in respect of interest on loan taken for higher education under section 80E		-	-
	<b>Gross Amount</b>	<b>Qualifying Amount</b>	<b>Deductible Amount</b>
(i) Total Deduction in respect of donations to certain funds,charitable institutions, etc. under section 80G	-	-	-
(j) Deduction in respect of interest on deposits in savings account under section 80TTA	-	-	-
(k) Amount deductible under any other provision(s) of Chapter VIA			
(l) Total of amount deductible under any other provision (s) of Chapter VIA			-
<b>11. Aggregate of deductible amount under Chapter VI-A</b> <b>[10(d)+10(e)+10(f)+10(g)+10(h)+10(i)+ 10(j)+10(l)]</b>			20,887

EmpID : 768674

Emp.Name : Reshma Nair

PAN :CGJPR3816G

12. Total taxable income (9-11) (Rounded off to nearest ten)			327,425
13. Tax on total income			3,871
14. Rebate under section 87A, if applicable			3,871
15. Surcharge, wherever applicable			-
16. Health and education cess			-
17. Tax payable (13+15+16-14)			-
18. Less: Relief under section 89 (attach details)			-
19. Net tax payable (17-18) (Rounded off to nearest ten)			-
<b>Verification</b>			
I, <b>Viswanathan Murali</b> son of <b>S. Viswanathan</b> working in the capacity of <b>Senior Director - Finance</b> 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	Chennai		
Date	31-May-2021		
Designation	Senior Director - Finance	Full Name : Viswanathan Murali	

EmpID : 768674

Emp.Name : Reshma Nair

PAN :CGJPR3816G

Details of Form 16 - Financial Year 2020 - 21

EmpID : 768674	Emp Name : Reshma Nair
Salary as per provisions contained in section 17(1)	
Particulars	Amount(Rs)
Advance Statutory Bonus	24,000
Annual Incentive	18,000
Basic	130,781
Conveyance Allowance	9,600
Covid19 Allowance	6,377
Gratuity Paid	-
House Rent Allowance	75,510
India Earned Leave Encashment	2,253
Internet Allowance - WFH	21,600
Medical Allowance	15,000
Special Allowance	97,691
Total	400,812
Value of perquisites u/s. 17(2)	
Particulars	Amount(Rs)
Total	-
Overseas Income	
Particulars	Amount(Rs)
Total	-



Place : Chennai  
Date : 31-May-2021

Full Name : Viswanathan Murali  
Designation : Senior Director - Finance