

**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**

<b>Certificate No.</b> SKRAEQA		<b>Last updated on</b> 04-Jun-2024			
<b>Name and address of the Employer/Specified Bank</b>			<b>Name and address of the Employee/Specified senior citizen</b>		
MICROSOFT INDIA (R&D) PRIVATE LIMITED BUILDING-1,, MICROSOFT CAMPUS, GACHIBOWLI,, HYDERABAD - 500032 Telangana +(91)40-66940000			SRISHTI JAIN E-17, ARYA NAGAR APARTMENT, 91 I P EXTENSION, PATPARGANJ, DELHI - 110092 Delhi		
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee/Specified senior citizen</b>	<b>Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available)</b>		
AABCM6358F	HYDM00984E	BAEPJ7250C			
<b>CIT (TDS)</b>		<b>Assessment Year</b>		<b>Period with the Employer</b>	
The Commissioner of Income Tax (TDS) Room No. 411, Income Tax Towers, 10-2-3 A.C. Guard , Hyderabad - 500004		2024-25		<b>From</b> 01-Apr-2023	<b>To</b> 31-Mar-2024
<b>Summary of amount paid/credited and tax deducted at source thereon in respect of the employee</b>					
<b>Quarter(s)</b>	<b>Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200</b>	<b>Amount paid/credited</b>	<b>Amount of tax deducted (Rs.)</b>	<b>Amount of tax deposited / remitted (Rs.)</b>	
Q1	QVKGREHE	1822089.00	490677.00	490677.00	
Q2	QVNHVAKE	2507062.00	725078.00	725078.00	
Q3	QVPEKPUD	1848434.00	557839.00	557839.00	
Q4	QVRVSLVG	1986946.00	558557.00	558557.00	
<b>Total (Rs.)</b>		<b>8164531.00</b>	<b>2332151.00</b>	<b>2332151.00</b>	
<b>I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT</b>					
(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
<b>Sl. No.</b>	<b>Tax Deposited in respect of the deductee (Rs.)</b>	<b>Book Identification Number (BIN)</b>			
		<b>Receipt Numbers of Form No. 24G</b>	<b>DDO serial number in Form no. 24G</b>	<b>Date of transfer voucher (dd/mm/yyyy)</b>	<b>Status of matching with Form no. 24G</b>
<b>Total (Rs.)</b>					
<b>II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN</b>					
(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
<b>Sl. No.</b>	<b>Tax Deposited in respect of the deductee (Rs.)</b>	<b>Challan Identification Number (CIN)</b>			
		<b>BSR Code of the Bank Branch</b>	<b>Date on which Tax deposited (dd/mm/yyyy)</b>	<b>Challan Serial Number</b>	<b>Status of matching with OLTAS*</b>
1	56768.00	6390009	04-05-2023	29258	F
2	50408.00	6390009	06-06-2023	85125	F
3	305157.00	6390009	06-06-2023	85128	F
4	50148.00	6390009	06-07-2023	13953	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	28196.00	6390009	06-07-2023	13948	F
6	52198.00	6390009	04-08-2023	05388	F
7	45127.00	6390009	05-09-2023	45986	F
8	368941.00	6390009	05-09-2023	45988	F
9	230777.00	6390009	06-10-2023	17364	F
10	28035.00	6390009	06-10-2023	17374	F
11	63031.00	6390009	04-11-2023	05143	F
12	63028.00	6390009	07-12-2023	32052	F
13	355815.00	6390009	07-12-2023	32063	F
14	21720.00	6390009	05-01-2024	11747	F
15	54245.00	6390009	05-01-2024	11657	F
16	23265.00	0180002	07-02-2024	55909	F
17	16691.00	6390009	05-03-2024	49571	F
18	432307.00	6390009	05-03-2024	49574	F
19	69663.00	6390009	29-04-2024	78680	F
20	16631.00	6390009	29-04-2024	78632	F
Total (Rs.)	2332151.00				

## Verification

I, **RAJESH VENKATACHARI**, son / daughter of **VENKATACHARI** working in the capacity of **SR PAYROLL SVC DELIVERY MGR** (designation) do hereby certify that a sum of Rs. **2332151.00** [Rs. **Twenty Three Lakh Thirty Two Thousand One Hundred and Fifty One Only** (in words)] has been deducted and a sum of Rs. **2332151.00** [Rs. **Twenty Three Lakh Thirty Two Thousand One Hundred and Fifty 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	HYDERABAD	
Date	10-Jun-2024	
Designation: SR PAYROLL SVC DELIVERY MGR		(Signature of person responsible for deduction of Tax)
		Full Name: RAJESH VENKATACHARI

## 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

Signature Not Verified

Digitally signed by RAJESH  
VENKATACHARI  
Date: 2024.06.14 13:00:17 IST  
Reason: Digitally Signed  
Location: HYDERABAD

**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**

<b>Certificate No.</b> SKRAEQA		<b>Last updated on</b> 04-Jun-2024	
<b>Name and address of the Employer/Specified Bank</b>		<b>Name and address of the Employee/Specified senior citizen</b>	
MICROSOFT INDIA (R&D) PRIVATE LIMITED BUILDING-1,, MICROSOFT CAMPUS, GACHIBOWLI,, HYDERABAD - 500032 Telangana +(91)40-66940000		SRISHTI JAIN E-17, ARYA NAGAR APARTMENT, 91 I P EXTENSION, PATPARGANJ, DELHI - 110092 Delhi	
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee/Specified senior citizen</b>	
AABCM6358F	HYDM00984E	BAEPJ7250C	
<b>CIT (TDS)</b>		<b>Assessment Year</b>	<b>Period with the Employer</b>
The Commissioner of Income Tax (TDS) Room No. 411, Income Tax Towers, 10-2-3 A.C. Guard , Hyderabad - 500004		2024-25	<b>From</b> 01-Apr-2023 <b>To</b> 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)	3326267.00	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	4838264.00	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	0.00	
(d)	Total		8164531.00
(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)	34686.00	
(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)	258178.80	
(f)	Other special allowances under section 10(14)	0.00	

(g)	Amount of any other exemption under section 10 <b>[Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]</b>		
(h)	Total amount of any other exemption under section 10	0.00	
(i)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(f)+2(h)]		292864.80
3.	Total amount of salary received from current employer [1(d)-2(i)]		7871666.20
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]		7821666.20
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.	<b>Gross total income (6+8)</b>		<b>7821666.20</b>
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	204360.00	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)	204360.00	150000.00
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)	50000.00	50000.00
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	170292.00	170292.00
(g)	Deduction in respect of health insurance premia under section 80D	31065.00	31065.00

(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	Deductible Amount
(k)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	0.00	0.00	0.00
(l)	Deduction in respect of interest on deposits in savings account under section 80TTA	0.00	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	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)]			401357.00
12.	<b>Total taxable income (9-11)</b>			<b>7420309.20</b>
13.	Tax on total income			2038593.00
14.	Rebate under section 87A, if applicable			0.00
15.	Surcharge, wherever applicable			203859.00
16.	Health and education cess			89698.00
17.	Tax payable (13+15+16-14)			2332150.00
18.	Less: Relief under section 89 (attach details)			0.00
19.	<b>Net tax payable (17-18)</b>			<b>2332150.00</b>
Verification				
I, <u>RAJESH VENKATACHARI</u> , son/daughter of <u>VENKATACHARI</u> .Working in the capacity of <u>SR PAYROLL SVC DELIVERY MGR</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	HYDERABAD	(Signature of person responsible for deduction of tax)		
Date	10-Jun-2024	Full Name:	RAJESH VENKATACHARI	

Signature Not Verified

Digitally signed by RAJESH VENKATACHARI  
Date: 2024.06.14 15:57:02 IST  
Reason: Digitally Signed  
Location: HYDERABAD

## 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	HYDERABAD	(Signature of person responsible for deduction of tax)	
Date	10-Jun-2024	Full Name:	RAJESH VENKATACHARI

Annexure for Form 16 Part B

The details below do not include information from previous employer(s). Please refer Part B from previous employer(s) for respective details

Earnings / Perquisites	Amount
Basic	1702992.00
House Rent Allowance	629400.00
LTA Allowance	35000.00
LTA Allowance Arrears	0.00
Special Allowance	417600.00
HRA Arrears	-55524.00
SA Arrears	-56575.00
Performance Bonus	474000.00
Adjustment Car EMI	9082.00
NPS Contribution	170292.00
Car Perquisite	13500.00
Stock Vest Perquisite	4784743.00
ESPP Perquisite	10021.00
Perks+ Perquisite	30000.00
Total	8164531.00
Details for line item 2(f) and 2(g)for other exemptions under section 10	
No Items	0.00

Employee Code	Employee Name	PAN of the Employee	TAN of the Deductor	PAN of the Deductor	Assessment Year
0006118165	Ms. Srishti Jain	BAEPJ7250C	HYDM00984E	AABCM6358F	2024-2025

Details for **line item 7(a)** for Income or admissible loss from House Property

Address	Type	Location	Ownership status	Percent	Date of Loan	Date of Completion	Rental Income	Municipal Tax	Pre EMI (1/5)	Authorized Interest
No items	-	-	-				-	-	0	0

Details for <b>line item 7(b)</b> for Income from other sources	Amount
No Items	0.00

Details for <b>line item 10(c) and 10(e)</b> for Deduction under section 80CCD (1) and 80CCD (1B)	Gross Amount	Deductible Amount
(c) Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)	0.00	0.00
(e) Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)	50,000.00	50,000.00

Details for <b>line item 10(g)</b> for Deduction under section 80D	Gross Amount	Deductible Amount
80D Self, Spouse and Children	9,027.00	9,027.00
80D Parents	0.00	0.00
80D Parents - Senior Citizens	22,038.00	22,038.00

Details for <b>line item 10(m)</b> for Deduction under Other Section 80 Items	Gross Amount	Deductible Amount
No Items	0.00	0.00



Employee Code:- 0006118165  
FORM NO.12 BA  
[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 employer :

MICROSOFT INDIA (R&D) PRIVATE LIMITED  
BUILDING-1,MICROSOFT  
CAMPUS,GACHIBOWLI,HYDERABAD - 500032  
HYDM00984E
- 2)

TAN

HYDM00984E
- 3)

TDS Assessment Range of the employer :

CIRCLE (TDS) 1(1),HYDERABAD
- 4)

Name, designation and Permanent Account Number or Aadhaar  
Number of employee

Ms. Srishti Jain  
Software Engineer 2  
BAEPJ7250C
- 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)

2983402.00
- 7)

Financial Year :

2023-2024
- 8)

Valuation of Perquisites

S. No	Nature 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 (Rs.)
1	Accommodation	0.00	0.00	0.00
2	Cars/Other automotive	13500.00	0.00	13500.00
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	0.00	0.00	0.00
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 or 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.	4794764.00	0.00	4794764.00
18	Contribution by 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	30000.00	0.00	30000.00
21	Total value of perquisites	4838264.00	0.00	4838264.00
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)

2332151.00
- (b) Tax paid by employer on behalf of the employee u/s 192(1A)

0.00
- (c) Total tax paid

2332151.00
- (d) Date of the payment into Government treasury

As per FORM No.16 Part A attached

DECLARATION BY EMPLOYER

I **RAJESH VENKATACHARI** son / daughter of **VENKATACHARI** working as **SR PAYROLL SVC DELIVERY MGR** do hereby declare on behalf of **MICROSOFT INDIA (R&D) 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 the value of each such perquisite are in accordance with section 17 and rules framed thereunder and that such information is true and correct.

This Certificate is signed using Digital Signature  
For MICROSOFT INDIA (R&D) PRIVATE LIMITED

Full Name

RAJESH VENKATACHARI

Designation

SR PAYROLL SVC DELIVERY MGR

Place :-

HYDERABAD

Date :-

Refer date in Digital Signature

Serial No. of Signature: 232404307452

This document has been digitally signed

Signature Not Verified  
Digitally signed by RAJESH VENKATACHARI  
Date: 2024.06.14 18:41:50 IST  
Reason: Digitally Signed  
Location: HYDERABAD