**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/GIR NO. | TAN | PAN/GIR NO. |
|  |  |  |
| TDS Circle where Annual Return/Statement  | Period | Assessment  |
| under section 206 is to be filed | From | To | year |
|  |  |  |  |

**DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Gross salary |  |  |  |  |
| (a) | Salary as per provisions contained in  |  |  |  |  |
|  | sec. 17(1) | Rs. |  |  |  |
| (b) | Value of perquisites u/s 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 |  |  |  |
|  | Rs. |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Rs. |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. | Balance (1 – 2) |  | Rs. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. | Deductions : |  |  |  |
|  | (a) Standard |  |  |  |  |  |
|  |  deduction | Rs. |  |  |  |  |
|  | (b) Entertainment  |  |  |  |  |  |
|  |  allowance | Rs. |  |  |  |  |
|  | (c) Tax on  |  |  |  |  |  |
|  | Employment | Rs. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. | Aggregate of 4 (a) to (c) | Rs. |  |  |  |
| 6. | Income chargeable under the head  |  |  | . |  |
|  | ‘Salaries’ (3 - 5) |  |  | Rs. |  |
| 7. | Add : Any other income reported by the  |  |  |  |  |
| employee |  |  |  |  |  |
|  | Rs. |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Rs. |  |
| 8. | Gross total income (6 + 7) |  |  | Rs. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. | Deductions under Chapter VI-A |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Gross Amount | Qualifying | Deductible |
|  | (Rs.) | Amount (Rs.) | Amount (Rs.) |
| (a) |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10. | Aggregate of deductible amounts  |  |  |  |  |
|  | under Chapter VI-A |  |  | Rs. |  |
| 11. | Total income (8—10) |  |  | Rs. |  |
| 12. | Tax on total income |  |  | Rs. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 13. | Rebate and relief under Chapter VIII |  |  |
|  | I. Under section 88  |  |  |
|  |  (please specify) |  |  |
|  | Gross Amount | Qualifying Amount | Tax rebate/ relief |
|  | (Rs.) | (Rs.) | (Rs.) |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| (e) |  |  |  |
| (f)  | TOTAL | [(a) to (e)] |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | II. (a) Under section 88B |  | Rs. |  |
|  |  (b) Under section 88C |  | Rs. |  |
|  | III. Under section 89 |  |  |
|  | (attach details) | . | Rs |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14. | Aggregate of tax rebates and relief at 13  |  |  |  |
|  | above[I | (f) | +II(a)+II(b)+III] |  |  | Rs. |  |
| 15. | Tax payable (12—14) and surcharge  |  |  |  |  |
|  | thereon |  |  | Rs. |  |
| 16. | Less : (a) Tax deducted at source u/s 192(1) |  | Rs. |  |  |  |
|  | (b) Tax paid by the employer on behalf of the employee u/s 192(1A) on perquisites u/s 17(2) |  | Rs. |  | Rs. |  |
| 17. | Tax payable/refundable (15—16) |  |  | Rs. |  |

**DETAILS OF TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT**

|  |  |  |
| --- | --- | --- |
| Amount | Date of payment | Name of bank and branch where tax deposited |
|  |  |  |
|  |  |  |

I…………….son 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 accounts, documents and other available records.

Place………………..

Date…………………..

Signature of the person responsible for deduction of tax

 Full Name

 Designation