**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”

<table>
<thead>
<tr>
<th>Name and Address of the Employer</th>
<th>Name and Designation of the Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAN NO. of the Deductor</strong></td>
<td><strong>TAN NO. of the Deductor</strong></td>
</tr>
<tr>
<td><strong>PAN NO. of the Employee</strong></td>
<td><strong>Acknowledgement Nos of all quarterly statement of TDS under subsection (3) of Section 200 as provided by TIN Facilitation Centre of NSDL web-site</strong></td>
</tr>
<tr>
<td>PERIOD</td>
<td></td>
</tr>
<tr>
<td><strong>From</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td>Quarter</td>
<td>Acknowledgement No.</td>
</tr>
<tr>
<td><strong>Assessment Year</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

1. **Gross Salary**
   - (a) Salary as per provisions contained in section 17(1)
   - (b) Value of perquisites under section 17(2) (As per Form No. 12BA, Wherever applicable)
   - (c) Profits in lieu of salary under section 17(3) (As per Form No. 12BA, Wherever applicable)
   - (d) Total
   
2. **LESS: Allowance to the extent exempt under section 10**
   - Allowance
   - Rs.

3. **BALANCE (1-2)**

4. **DEDUCTIONS:**
   - (a) Entertainment Allowance Rs.
   - (b) Tax on Employment (PT) Rs.

5. **Aggregate of 4 (a) to (b)**

6. **Income chargeable under the head “Salaries” (3-5)**
    - Rs.

7. **Add: Any other income reported by the employee**
   - Rs.

8. **Gross Total Income (6+7)**

9. **Deduction under VI-A**
   - (A) Section 80C, 80CCC and 80CCD
   - (a) Section 80C
     - Group Insurance
     - LIC of India
     - KGID
     - General Provident Foundation
     - Housing Loan Principal
     - Children’s Education Tution Fee
     - (b) Section 80 CCC (Medical Insurance)
     - (c) Section 80 CCD
   
   - Gross Amount
   - Deductible Amount

**Note:**
1. Aggregate amount deductible under section 80c shall not exceed one lakh rupees.
2. Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD shall not exceed one lakh rupees
(B) Other sections (for e.g., 80E, 80G etc.,)
   a) Section…………………………………….. 
   b) Section……………………………………..
   c) Section……………………………………..
   d) Section……………………………………..
   e) Section……………………………………..

10. Aggregate of deductible amount under Chapter VI-A
11. Total Income (8-10)
12. Tax on Total Income
13. Surcharge (on tax computed S.No.12)
14. Education Cess @ 2% on (tax at S.No.12 plus Surcharge at S.No.13)
15. Tax Payable (12+13+14)
16. Relief under section 89 (Attach details)
17. Tax payable (15-16)
18. Less: (a) Tax deducted at source under section 192(1) (b) Tax paid by employer on behalf of the employee under section 192(1A) on perquisites under section 17(2)
19. Tax payable/refundable(17-18)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>TDS Rs.</th>
<th>Surcharge Rs.</th>
<th>Education Cess Rs.</th>
<th>Total tax deposited Rs.</th>
<th>Cheque/DD No. (if any)</th>
<th>BSR Code of Bank Branch</th>
<th>Date on which tax deposited (dd/mm/yy)</th>
<th>Transfer Voucher/Chalan Identification No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
</tr>
</tbody>
</table>

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 book of account, documents and other available records.

Place:…………………………….. Signature of the person responsible for deduction of tax
Date:…………………………….. Full Name………………………………………………
Designation………………………………………………