

**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"**

<i>Name and address of the Employer</i> ..... ..... ..... ..... .....		<i>Name and designation of the Employee</i> ..... ..... ..... ..... .....	
PAN/GIR NO	TAN	PAN/GIR NO.	
TDS Circle where Annual Return/Statement under section 206 is to be filed		Period FROM                      TO	
		Assessment year .....	

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

1. Gross salary*		Rs. ....	
2. Less: Allowance to the extent exempt under section 10	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. ....
8. Gross total income (6 + 7)			Rs. ....

9. Deductions under Chapter VI-A				
	GROSS AMOUNT	QUALIFYING AMOUNT	DEDUCTIBLE AMOUNT	
(a)	Rs. ....	Rs. ....	Rs. ....	
(b)	Rs. ....	Rs. ....	Rs. ....	
(c)	Rs. ....	Rs. ....	Rs. ....	
(d)	Rs. ....	Rs. ....	Rs. ....	
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				
<b>I.</b> Under section 88 (please specify)	GROSS AMOUNT	QUALIFYING AMOUNT	TAX REBATE/ RELIEF	
(a)	Rs. ....	Rs. ....		
(b)	Rs. ....	Rs. ....		
(c)	Rs. ....	Rs. ....		
(d)	Rs. ....	Rs. ....		
(e)	Rs. ....	Rs. ....		
(f) TOTAL [(a) to (e)]	Rs. ....	Rs. ....	Rs. ....	
<b>II.</b> Under section 88A (please specify)	GROSS AMOUNT	QUALIFYING AMOUNT		
(a)	Rs. ....	Rs. ....		
(b)	Rs. ....	Rs. ....		
(c) TOTAL [(a) + (b)]	Rs. ....	Rs. ....	Rs. ....	
<b>III.</b> Under section 89 (attach details)			Rs. ....	
14. Aggregate of tax rebates and relief at 13 above [I(f) + II(c) + III]				Rs. ....
15. Tax payable (12 - 14) and surcharge thereon				Rs. ....
16. Less Tax deducted at source				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

Certified that a sum of Rs. (in words)..... has been deducted at source and paid to the credit of the Central Government. Further certified that the above information is true and correct as per records.

*Place* .....

.....  
*Signature of the person responsible  
for deduction of tax*

*Date* .....

*Full Name* .....  
*Designation* .....

\*See sections 15 and 17 and rule 3. Furnish separate details of value of the perquisites and profits in lieu of or in addition to salary or wages.