

E-Tutorial

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TDS
Centralized Processing Cell

1. Important Information on (Part A & Part B)

- **Form 16** is a TDS Certificate certifying the amount of **TDS deducted, Nature of Payments & the TDS Payments deposited** with the **Income Tax Department**.
 - **Form 16** downloaded **ONLY** from TRACES are considered as valid TDS certificates, as per **CBDT circular 04/2013 dated 17th April'2013**.
 - **Form 16 (Part-A)** can be downloaded from **F.Y 2007-08** onwards for the statement processed by TRACES.
 - As per "**CBDT Notification 36/2019**", Deductors can download **Form 16 (Part B)** through TRACES from **F.Y 2018-19 onwards**.
- Note: If Deductor wants Form 16 Part-B through TRACES website and he filed 24Q annexure-II before 12th May 2019 in that case Deductor need to file revision (in deductee details) in new format so that he can download the same through TRACES.**
- **Form 16** is generated only for **valid PAN**. In case of invalid PAN or if the PAN is not reported in TDS statement, Form 16 will not be generated.
 - TDS certificates downloaded from TRACES are **non-editable**.
 - **Form 16** request can be placed once but two unique request number will be generated for **Form 16 Part-A & Form 16 Part-B** so that Deductor can download certificate accordingly.
 - Deductor can download Form 16 (**Part-A & Part-B**) by using HTTP Download accordingly once it is available.

1. Important Information on (Part A & Part B) (Contd.)

- Downloaded file will be in ZIP format. **Please do not Extract the File.**
- Deductor need to convert the downloaded **Form 16 (Part-A & Part-B)** zip files into PDF by using latest version of PDF convertor utilities available on TRACES.

Notes:

➤ **In order to convert Form 16 (Part A) into PDF, Deductor should download latest version of “Form 16 PDF Converter Utility”**

➤ **In order to convert Form 16 (Part B) into PDF, Deductor should download latest version of “Form 16 PDF Converter Utility”.**

- Authorized person of Deductor is required to Sign **Form16(Part-A & Part-B)** manually or by Using DSC.
- DSC can be placed on **Form16(Part-A & Part-B)** using PDF Generation utilities while converting **Form16(Part-A & Part-B)** Zip files into PDF.
- Password to open **Form 16** is TAN number in Capital letters i.e. **ABCD12345E**.

2. Brief Steps for Downloading Form 16 (Part A & Part B)

Step 1: Login to TRACES website by entering the “**User ID, Password ,TAN of the Deductor and the Verification Code**”.

Step 2: Landing page will be displayed. **Please check statement status under “Statement /Payment Tab ” before raising the request for Form 16 . Request for Downloading Form 16 can only be submitted when Statement Status is either “Statement Processed with Default” or “Statement Processed without Default”.**

Step 3: Click on “**Form 16**” available under “**Downloads**” tab.

Step 4: Deductor can request for “**Form 16**” through “**Search PAN download**” or “**Bulk PAN**” downloads option.

Step 5: Authorized Persons details to be printed on Form 16 will appear on the screen , click on “**Submit**” to proceed further.

Step 6: Financial Year, Form type and Quarter for which KYC required will be auto populated. Enter Token Number of the **Regular (Original) Statement only**, corresponding to the Financial Year, Quarter and Form Type displayed . Enter CIN/ Valid PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of **latest correction statement filed by you. Please DO NOT copy /paste the data.**

After providing correct KYC details, an authentication code will be generated, which is valid for same calendar day for same Financial Year, Form Type and Quarter.

Step 7: On successful submission of the request, two unique “**Request numbers**” will be generated for **Form 16 (Part A and Part B)**, which can be used to Track the status of the request. Form 16 can only be downloaded if the status is “**Available**”, user needs to wait for **24- 48 hrs** incase request is in “**Submitted**” status .

Step 8: Form 16 will be available in “**Requested Download**” tab, Deductor can check the status of Form 16 by using below mentioned options :

- Request Number

- Date

- View All

2. Brief Steps for Downloading Form 16 (Part A & Part B)(Contd.)

Step 9: Deductor can download Form 16 using “**HTTP download**” option.

Status for the Request submitted for Form 16 can be :

- a) **Submitted:** Successful submission, Request in processing.
- b) **Available:** Form 16 available for Downloading.
- c) **Disabled:** Duplicate request submitted for downloading.
- d) **Failed:** User are advised to contact CPC(TDS)
- e) **Not Available:** (i) All PAN no. mentioned in the statement are Invalid.
(ii) No Deductee records are present in the statement .

Step 10: In order to convert **Form 16 (Part A)** into PDF, Deductor should download the latest version of “**Form 16 PDF Converter Utility**”

Step 11: In order to convert **Form 16 (Part B)** into PDF, Deductor should download the latest version of “**Form 16 PDF Converter Utility**”

3. Pictorial Guide for Downloading Form 16 (Part A & Part B)

Step 1: Login to TRACES website by entering the “User ID, Password ,TAN of the Deductor and the Verification Code”

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO', with 'Deductor' selected. A 'Help' button is visible in the top right. The main content area is titled 'Deductor Login' and contains the following fields and instructions:

- Login as :** Radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. Callout: "Select Deductor option".
- User Id***: Text input field with 'xxxxxxxx' and a '?' icon. Callout: "Enter user id and password".
- Password***: Text input field.
- TAN for Deductor***: Text input field with 'xxxxxxxx'. Callout: "Mention TAN of Deductor".
- Verification Code***: Image showing a grid with the code 'K224D'. Callout: "Enter the text as displayed then click on Login button".
- Enter text as in above image***: Text input field with 'K224D'.
- Login**: Button.

On the right side, there is a 'For Deductors:' section with instructions and a 'Common Note:' section. A callout bubble points to the 'Help' icon: "For more details on any screen, click on Help icon".

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 2: Landing Page will be displayed.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top left is the TDS Centralized Processing Cell logo. The main header features the TRACES logo and the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the top right is the Government of India Income Tax Department logo with the motto 'सत्यमेव जयते'. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns. The left column, 'Quick Links', lists various actions like 'Challan Status', 'Request for Justification Report Download', and 'Download Form 16'. The middle column, 'Welcome to TRACES!', contains a welcome message and a list of functionalities: Dashboard view, Statements / Payments (with sub-items for viewing challan status and TDS-TCS credit), Downloads (with sub-items for downloading requested files and Form 16 / 16A), and Profile (with a sub-item for updating communication details). An orange callout bubble points to the 'Download Form 16 / 16A' link, labeled 'Landing Page'. The right column, 'Customer Care', provides contact information including a toll-free number (1800 103 0344), a phone number (0120 4814600), and an email address (contactus@tdscpc.gov.in). Below this is a 'User Login Details' section which is currently empty.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 3: Click on "Form 16" available under "Download" tab.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are in the center. The Government of India logo and 'Income Tax Department' are on the right. A navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The 'Downloads' menu is open, showing options like 'Requested Downloads', 'Form 16', 'Form 16A', 'Transaction Based Report', 'Form 27D', 'Download Challan Status Inquiry (.csi) File', 'View your BIN', 'Download 197, 206C(9) certificate', and 'Download Certificate u/s 195(2)'. A callout bubble points to 'Form 16' with the text: 'Under "Downloads", click on "Form 16" to place download request'. The main content area shows a 'Welcome to TRACES!' message and a list of actions under 'Downloads', including 'Download requested files' and 'Download Form 16 / 16A'. A 'Quick Links' sidebar on the left includes 'Challan Status', 'Request for Justification Report Download', 'Request for Conso File', 'Download Form 16', 'Requested Downloads', 'PAN Verification', 'Inbox New', 'Register at E-Filing Site New', 'Request for OLTAS Challan Correction New', and 'Tax Payer Grievance Tickets'. A 'User Login Details' section is visible on the right.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 4: Deductor can request for “Form 16” through “Search PAN download” or “Bulk PAN” downloads option.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

English

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | Forms | **Downloads** | Profile | Help

Download Form 16

Select Financial Year and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs. Click [here](#) to download e-Tutorial for submitting download request for Form 16

Form 16 will not be available for the PAN(s), which are not mentioned in the Annexure-II of Form 24Q for Quarter (Q4)

The value 'M' in the field "Status of matching with OLTAS" of FORM 16 indicates that the PAN(s) reported by the deductor are yet to be verified

Search PAN

Financial Year* --Select-- PAN* Add

Valid PANs will be added to the list. Select a PAN and click on 'Remove' to remove it from the list.

Remove Go

For individual PANs, select Financial Year for which Form 16 is required and enter PAN and click on 'Add'

For downloading Form 16 for added PANs, select Financial Year and click on 'Go'

- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 24Q statements of Q4 in annexure-1 & annexure-2
- Form Type field is used to populate validation screen on next step

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 4 (Contd.) : Deductor can request for “Form 16” through “Search PAN download” or “Bulk PAN” downloads option.

Download Form 16

Bulk PAN Download

Financial Year* --Select--

For downloading Form 16 for all PANs, select Financial Year and click on 'Go'

i Forms will be generated only for valid PANs. To check if a PAN is valid or not, go to [PAN Verification](#) under 'Statement/Payments'

- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 24Q statements of Q4 in annexure-1 & annexure-2
- Form Type field is used to populate validation screen on next step

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 5: Authorized Persons details to be printed on Form 16 will appear on the screen , click on “Submit” to proceed further.

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile

Details To Be Printed On Form 16

Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person

Father's Name of Authorised Person

Designation of Authorised Person

Place

Date

Submit Cancel

Click on 'Submit' to submit download request for Form 16

This information will be printed on Form 16 for each PAN. Details will be populated from your profile information in TRACES

Click on 'Cancel' and go to 'Profile' section to update details

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6: KYC Screen - User can choose “Digital Signature KYC” OR “Normal KYC”.

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. The page header includes the TDS Centralized Processing Cell logo and the TRACES logo. The Government of India Income Tax Department logo is also visible. A navigation menu contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Profile, and Help. The main content area is titled 'Choose KYC Flow'. It contains an information icon and text: 'Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature'. Below this, there are two radio button options: 'Digital Signature supported KYC validation' (which is selected) and 'Normal KYC Validation (Without Digital Signature)'. A text prompt says 'Please select the statement for which you want'. Below this are two dropdown menus: 'Financial Year*' and 'Form Type*'. A callout bubble points to the 'Digital Signature supported KYC validation' option with the text: 'Select the option "Digital Signature supported KYC validation" (step-1)'. Another callout bubble points to the 'Profile' link in the navigation menu with the text: 'Click on "Cancel" and go to "Profile" section to update details'. At the bottom, there is a note: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option' and a 'Validate DSC' button.

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.): In case of Digital Signature KYC – Enter the password to proceed further.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want to provide KYC

Financial Year* 2014-15 Form Type* 26Q Quarter* Q2

Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

Click on 'Validate DSC' (Step 3)

Enter 'Financial Year', Form Type' and 'Quarter' for which KYC will be provided by user (Step 2)

After Validating the DSC, one time KYC page will be displayed for the FY + Qtr. + Form Type combination which has been selected by user.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.): In case of Digital Signature KYC – Enter the password to proceed further

The screenshot shows the TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and 'Income Tax Department' are also visible. A navigation menu contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help.

The main content area is titled 'Choose KYC Flow'. It contains the following text:
1. Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature.
2. Digital Signature supported KYC validation.

Below this, there is a section 'Please select the statement for which you want to download'. It includes a 'Financial Year' dropdown menu set to '2013-14' and a 'Form Type' dropdown menu. A 'Validate DSC' button is located at the bottom left of this section.

An overlaid dialog box titled 'Signing data with your private exchange key' is shown. It contains the text: 'An application is requesting access to a Protected item.' Below this, it asks for the 'Password for: CryptoAPI Private Key' with an input field and a 'Remember password' checkbox. There are 'OK', 'Cancel', and 'Details...' buttons at the bottom of the dialog. Two callouts are present: one pointing to the 'OK' button with the text 'Click on 'OK' (Step 5)' and another pointing to the password input field with the text 'Enter 'Password' which was set at the time of installing the certificate (Step 4)'.

Note: 'Signing data with your private exchange key' will not be displayed if security level has been chosen as medium / low during installing DSC in browser / hard token and 'applet window' (as shown in the next screen) will appear directly.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.) : Select the Digital Signature Certificate and Sign.

The screenshot displays the TDS TRACES Web Signer interface. A modal window titled "Web Signer" is open, showing the TDS logo and the text "Content to Sign:". Below this, there is a table of digital signature certificates. One certificate is highlighted in blue. An orange callout bubble points to the highlighted certificate with the text "Select the certificate for digital signature (Step 6)". Another orange callout bubble points to the "Sign" button with the text "Click on 'Sign' to proceed further (Step 7)".

Common Name	Issuer	Serial No
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test1AAAPC0439K test1	e-Mudhra Sub CA for Class 2 Gold...	54311
test-BCLP6379L test14	e-Mudhra Sub CA for Class 2 Gold...	54314
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.) : Enter the Token Number

The screenshot shows a web interface for downloading Form 16. At the top, there is a navigation bar with tabs: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. Below the navigation bar, the main content area is titled "Please enter Token Number of Regular Statement Filed for Financial Year, Quarter".

The form contains the following fields and options:

- Form Type: 24Q
- Financial Year: 2018-19
- Quarter: Q4
- Token Number / Provisional Receipt Number (PRN)*: [Input field]

Below these fields, there is a section titled "PART 1. Challan Identification Number (CIN) Details / Transfer Ver... details as quoted in the above Statement".

There are two checkboxes in this section:

- Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**
- Please select if the payment was done by book adjustment (for Government Deductors)

An "Important Note" is displayed below the checkboxes:

Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to... there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there... challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan... Amount combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below.

Callouts provide additional instructions:

- "Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above" points to the Token Number field.
- "Tick in Check Box for NIL Challan or Book Adjustment" points to the checkboxes.
- "Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below" points to the "Please select if the payment was done by book adjustment" checkbox.
- "Step 8" is indicated in a green bubble.

- Authentication Code will not appear on the screen in case DSC Supported KYC .
- In one session this manual KYC page (On the basis of input selected by the user) will be displayed only once.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.) : Enter CIN / BIN and PAN details.

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

Please select if the payment was done by book adjustment (for Government Deductors)

Guide to identify a suitable challan

BSR Code / Receipt Number

Date on which Tax Deposited (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO Serial Number (5-digits; e.g., 00053)

Challan Amount / Transfer Voucher Amount (Rs.)(e.g., 1987.00)

CD Record Number

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher entered above

Please select if there are no valid PAN deductee rows corresponding to the challan mentioned above

Guide to identify the Unique PAN-Amount Combinations:

PAN as in Statement	Total Amount Deposited (Rs.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

Enter CIN details for a challan used in the statement

Click on the Guide to select suitable PAN amount combination

CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

Tick here if you do not have any valid PAN corresponding to above challan details

Please enter TDS deposited amount for respective PAN's

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 6 (Contd.) : Enter CIN / BIN and PAN details.

- Authentication code is generated after KYC information details validation, which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the **regular statement** of the FY, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above.
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Amount should be entered in two decimal places (e.g., 1234.56).
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details in Part1 must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding amount must be entered.
- If there are less than three such combinations in the challan, user must enter all (either two or one).
- CD Record no. is mandatory only in case of challan is mentioned more than once in the statement.

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 7: Unique “Request numbers” will be generated part wise(Part A /Part B)

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo. On the right, there is a language dropdown set to English and the Government of India Income Tax Department logo. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays the heading "Download Request Confirmation" and a message: "Request for Form 16 Part A and Part B has been submitted. Request Number is 713404 and 713405 . The file will be available in 'Downloads' section." An orange callout bubble points to this message.

Request Number will be available here part wise

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 7: Status of “Request generated” can be tracked under “Requested Downloads” .

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selection (English) are also present. The main header features the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem.

The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Downloads' tab is active, and its dropdown menu is open, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download Certificate u/s 195(2). A callout box with an orange border points to the 'Requested Downloads' option, containing the text: "Under 'Downloads' tab, click on 'Requested Downloads'."

Below the navigation, the main content area is divided into several sections:

- Quick Links:** A list of links including Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets.
- Welcome to TRACES!:** A central message stating that TRACES is a user-friendly application for managing TDS/TCS accounts. It lists functionalities such as Dashboard view, Statements/Payments (View challan status, View TDS-TCS Credit), Downloads (Download requested files, Download Form 16/16A), and Profile (Update Communication Details).
- User Login Details:** A sidebar on the right showing the user's TAN/PAN (DELT11346G), IP address (125.19.234.74), and last login time (10-Apr-2024 at 01:05 PM).

At the bottom, a footer note states: "Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour".

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Step 8: Form 16 parts will be available in “Requested Download”, Deductor can search for Form 16 (Part A or Part B) by using below mentioned options.

Please select one of the below Search Options
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please check if Pop up blocker is disabled

Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 “view all” to view the download request)

the same for using this functionality

Request Number Date: View All

Click on a row to proceed and select 'HTTP Download' or 'Download Manager' with status as 'Available'

As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
27-May-2019	713379	2018-19	Q4	24Q	Bulk Form 16 Part B File	Available	
27-May-2019	713378	2018-19	Q4	24Q	Bulk Form 16 Part A File	Available	
27-May-2019	713377	2018-19	Q4	24Q	Bulk Form 16 Part B File	Available	
27-May-2019	713376	2018-19	Q4	24Q	Bulk Form 16 Part A File	Avail	
24-May-2019	712923	2017-18	Q4	24Q	Bulk Form 16 Part B File	Available	
23-May-2019	712909	2018-19	Q4	24Q	Bulk Form 16 Part B File	Available	
23-May-2019	712908	2018-19	Q4	24Q	Bulk Form 16 Part A File	Available	
		2015-16	Q4	24Q	Bulk Form 16 Part B File	Available	-
		18-19	Q4	24Q	Bulk Form 16 Part B File	Available	
May-2019		2018-19	Q4	24Q	Bulk Form 16 Part B File	Available	

Click on a row to select it

Click on the buttons to download file

In case of Submitted status please wait for 24 - 48 hrs.

Page 2 of 10 View 11 - 20 of 100

HTTP Download

Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Form 16 (Part A)

Files Requested For Download

Please select one of the below Search Options
To work on/open offline correction input

Please check if Po

Request Number Date:

Click on a row to proceed and select

As per Notification 36/2019, Please

Request Date	Request Number	Financial Y						Remarks
27-May-2019	713379	2018-1						
27-May-2019	713378	2018-1						
27-May-2019	713377	2018-1						
27-May-2019	713376	2018-1						
24-May-2019	712923	2017-1						
23-May-2019	712909	2018-1						
23-May-2019	712908	2018-1						
23-May-2019	712907	2015-16	Q4	24Q	Bulk Form 16 File	Available		-
23-May-2019	712889	2018-19	Q4	24Q	Form 16 Part B	Available		
23-May-2019	712888	2018-19	Q4	24Q	Form 16 Part A	Available		

Page 2 of 10 View 11 - 20 of 100

HTTP Download

Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

3. Pictorial Guide for Downloading Form 16 (Part A & Part B) (Contd.)

Form 16 (Part B)

Files Requested For Download

Please select one of the below Search Options
To work on/open offline correction input

Please check if Pop u

Request Number Date:

1 Click on a row to proceed and select

1 As per Notification 36/2019, Please

Request Date	Request Number	Financial Y						Remarks
27-May-2019	713379	2018-1						
27-May-2019	713378	2018-1						
27-May-2019	713377	2018-1						
27-May-2019	713376	2018-1						
24-May-2019	712923	2017-1						
23-May-2019	712909	2018-1						
23-May-2019	712908	2018-1						
23-May-2019	712907	2015-16	Q4	24Q	Bulk Form 16 File	Available		
23-May-2019	712889	2018-19	Q4	24Q	Form 16 Part B	Available		
23-May-2019	712888	2018-19	Q4	24Q	Form 16 Part A	Available		

Page 2 of 10 View 11 - 20 of 100

24Q

Opening CMBxxxxx8C_FORM16_PARTB_2018-19_713379.zip

You have chosen to open:

- CMBxxxxx8C_FORM16_PARTB_2018-19_713379.zip which is: WinZip File (1.4 KB) from: http://10.48.147.201:8082

What should Firefox do with this file?

- Open with WinZip (default)
- Save File
- Do this automatically for files like this from now on.

OK Cancel

HTTP Download

1 Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B)

4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B)

Step 1: In order to convert Form 16(Part-A & Part-B) into PDF, Deductor should download "PDF Converter Utilities"

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo, along with the Government of India Income Tax Department emblem. A menu bar includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), Profile, and Help. The main content area is titled 'Files Requested For Download' and contains an information icon and the following text:

Attention Deductors:
To generate Form 16/16A, Transaction Based Report, 27D in PDF format, Justification Report in excel format and Offline Correction Utility in excel format, you will need TRACES Generation Utility.
To use Digital Signing functionality through ESigner in Chrome, IE 10+ and Firefox browser, you will need TRACES WebSocket ESigner Utility V2.0.
[Click here](#) to download the utility. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please select one of the below Search Options
To work on/open offline correction input file, you will need winzip 17 or below installed in your system. [Click here to download PDF Converter Utilities](#) item.

Please check if Pop up blocker is disabled in your browser settings or not. It will be disable the same for using this functionality

Request Number Date: View All

Request Number

4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Step 2: Enter 'Capcha Code' then click on 'Submit' to proceed further.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Download TRACES Utility

Kindly submit the verification code to view the link for downloading the utility

Verification Code

6k710

Click to refresh image

Enter text as in above image*

Submit

Click on Submit

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Step 3: Click on the hyperlink 'TRACES PDF CONVERTER-' to download utility

Download TRACES Utility

! You may download the utility using the link provided below

FORM 16 PART-A/16A TRACES-PDF-CONVERTER V 1.9 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [TRACES-PDF-CONVERTER V 1.9 L](#)

FORM 16 PART-B TRACES-PDF-CONVERTER V 1.5 Light Version (Needs JRE1.6 or above - Size ~10 MB)

- [TRACES-PDF-CONVERTER V 1.5L \(PART B\)](#)

Installation Instruction

Transaction based Report PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Transaction based Report PDF-CONVERTER V 1.3](#)

Form 27D PDF-CONVERTER V 1.2 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Form 27D PDF-CONVERTER V 1.2](#)

TRACES Justification Report Generation Utility V 3.0 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 3.0](#)

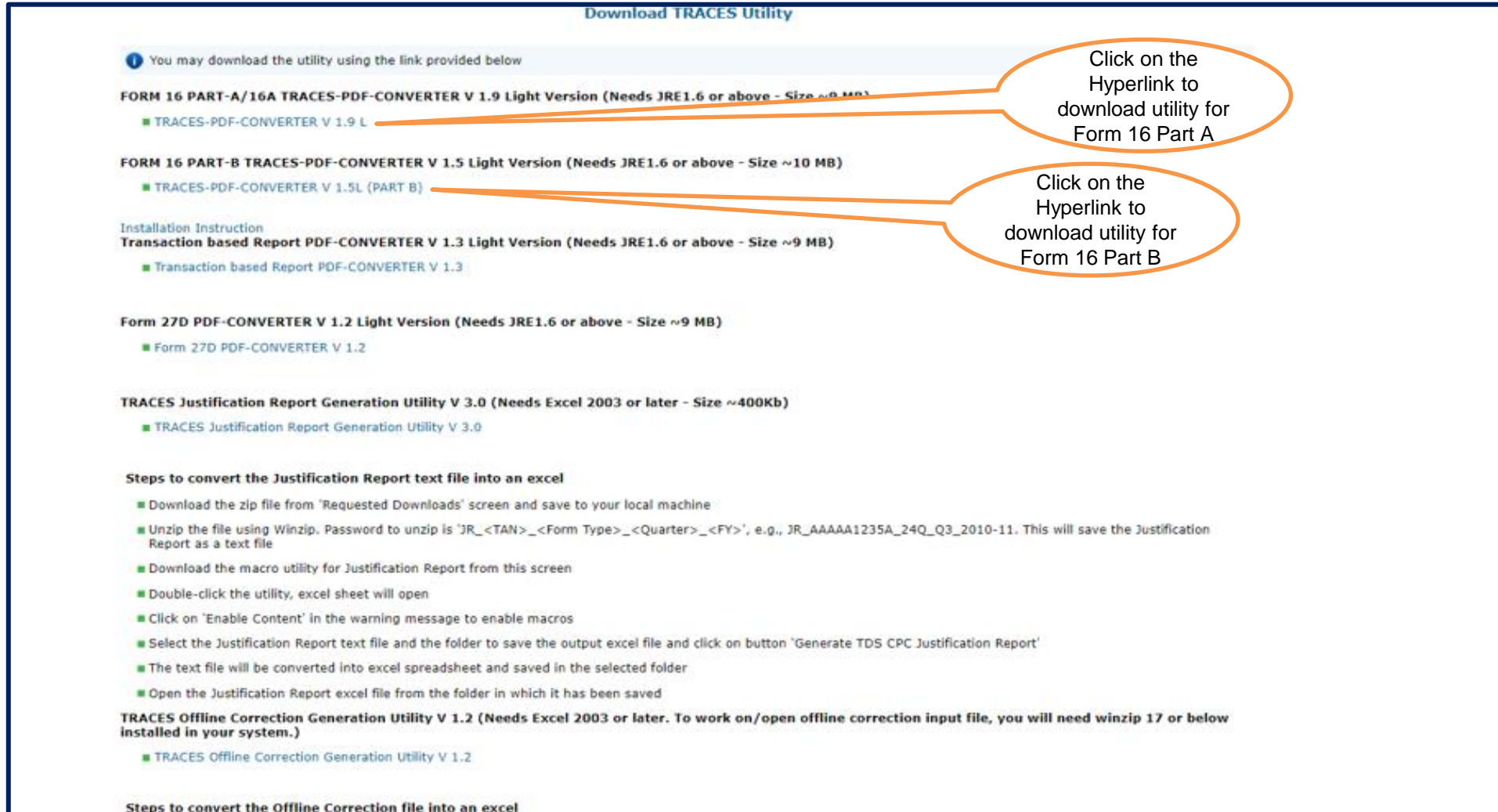
Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>_<FY>', e.g., JR_AAAAAA1235A_24Q_Q3_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

TRACES Offline Correction Generation Utility V 1.2 (Needs Excel 2003 or later. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.)

- [TRACES Offline Correction Generation Utility V 1.2](#)

Steps to convert the Offline Correction file into an excel



The screenshot shows a webpage titled 'Download TRACES Utility'. It lists several utilities for download, each with a green square icon and a blue hyperlink. Two orange callout boxes are present: one pointing to the 'TRACES-PDF-CONVERTER V 1.9 L' link for Form 16 Part A, and another pointing to the 'TRACES-PDF-CONVERTER V 1.5L (PART B)' link for Form 16 Part B. Below the list, there are sections for 'Installation Instruction' and 'Steps to convert the Justification Report text file into an excel', followed by another utility for 'TRACES Offline Correction Generation Utility V 1.2'.

4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

- Extract TRACES-PDF-CONVERTERV.zip file in a folder on your system.
- If WinZip is not already installed on your system ,download it from www.winzip.com and install it.
- After extraction you will have **Run.bat** file and **TRACES-PDF-Converter .jar (Form 16 Part-A) & TRACES-PDF-Converter .jar (Form 16 part-B)** in a same folder.
- To run this Utility, JRE version 1.7 or above is required. Get the same from www.java.com and install.

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4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

The screenshot shows the Java website homepage. At the top left is the Java logo. To its right are navigation links: "Java in Action", "Downloads", and "Help Center". A search bar is located in the top right corner. The main content area features the text "JAVA + YOU, DOWNLOAD TODAY!" in large letters. Below this text is a prominent red button labeled "Free Java Download". To the right of the text is a photograph of a man and a woman sitting together, looking at a laptop. Below the "Free Java Download" button are three links: "What is Java?", "Do I have Java?", and "Need Help?". At the bottom of the page, there is a section titled "Experience Java in Action" with six featured items: "Java + Alice", "Java + Livescribe", "Java + Neil Young", "Java + Blu-ray Disc", "Java Developer Conferences", and "Java + Amazon Kindle". The Oracle logo is in the bottom right corner. Two callouts are present: one pointing to the search bar with the text "Go to www.java.com" and another pointing to the "Free Java Download" button with the text "Click on 'Free Java Download' button".

Go to www.java.com

Click on "Free Java Download" button

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4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Java

Java in Action Downloads Help Center

Search

Help Resources

- What is Java?
- Remove Older Versions
- Disable Java
- Error Messages
- Troubleshoot Java
- Other Help

Download Java for Windows

Recommended Version 7 Update 11 (filesize: 30 MB)

Agree and Start Free Download

By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#).

When your Java installation completes, you may need to restart windows and re-open) to enable the Java installation.

- [Installation Instructions](#)
- [System Requirements](#)

Not the right operating system? [See all Java downloads.](#)

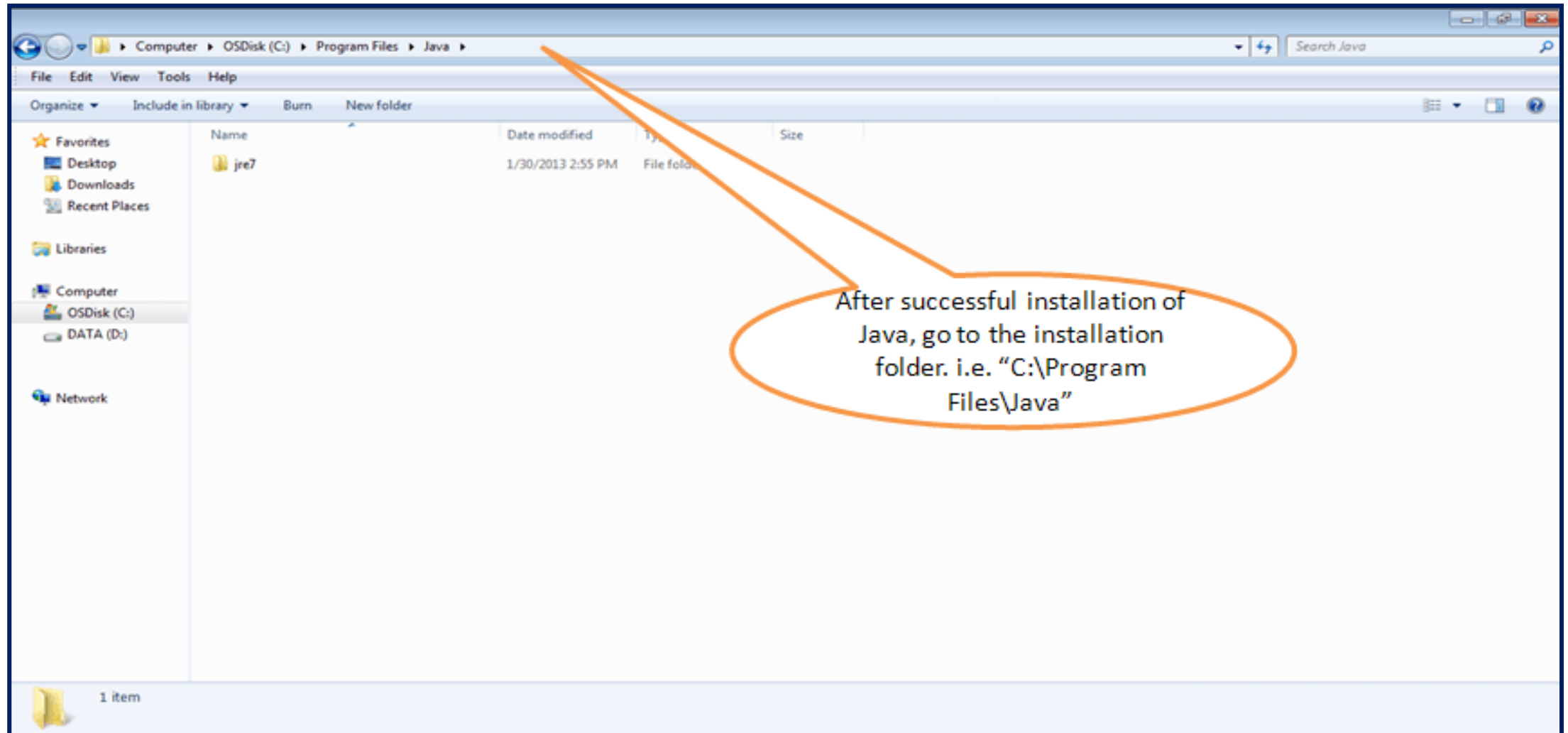
Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime - JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, or Java download.

Select Language | About Java | Support | Downloads
Privacy | Terms of Use | Statements | Cookies

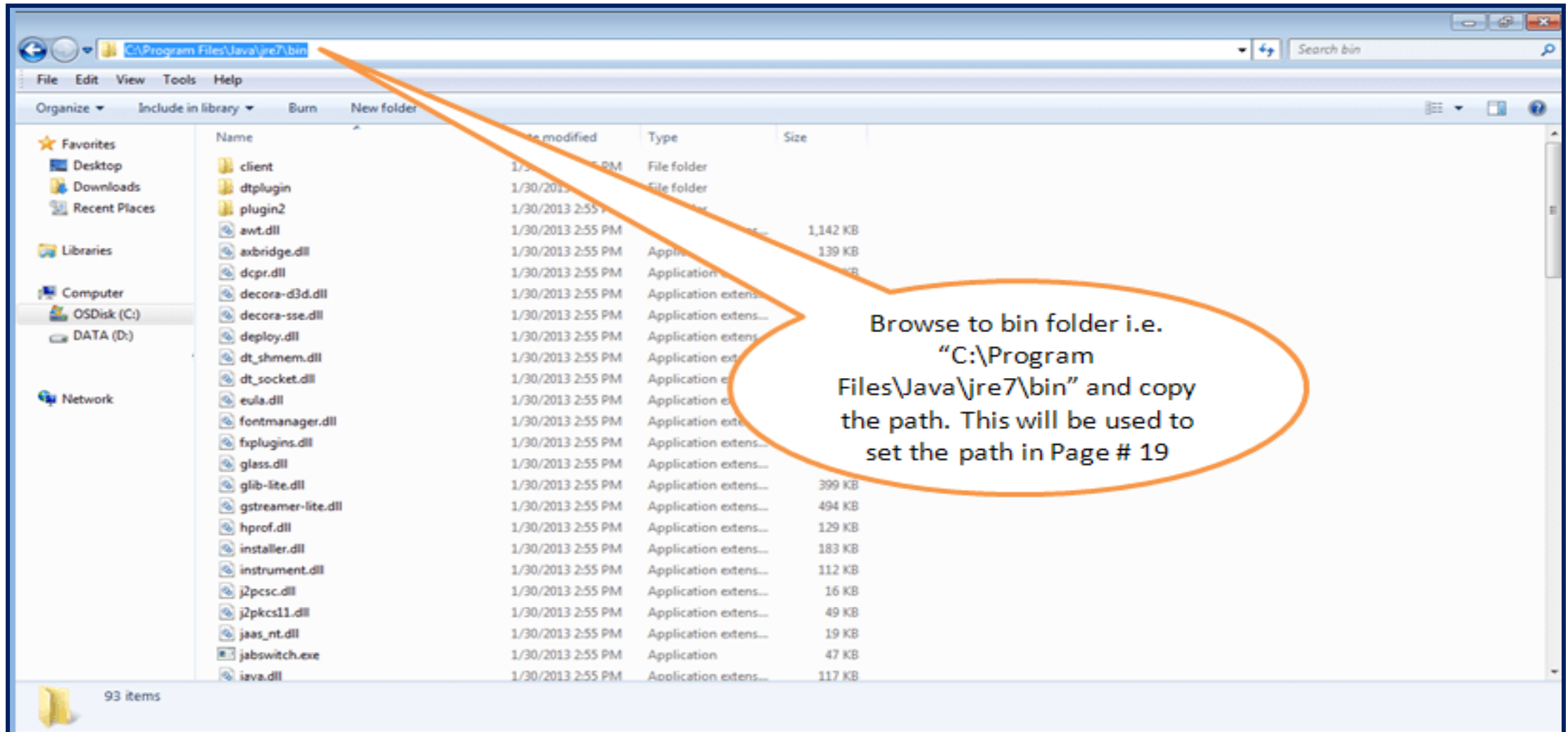
ORACLE

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners

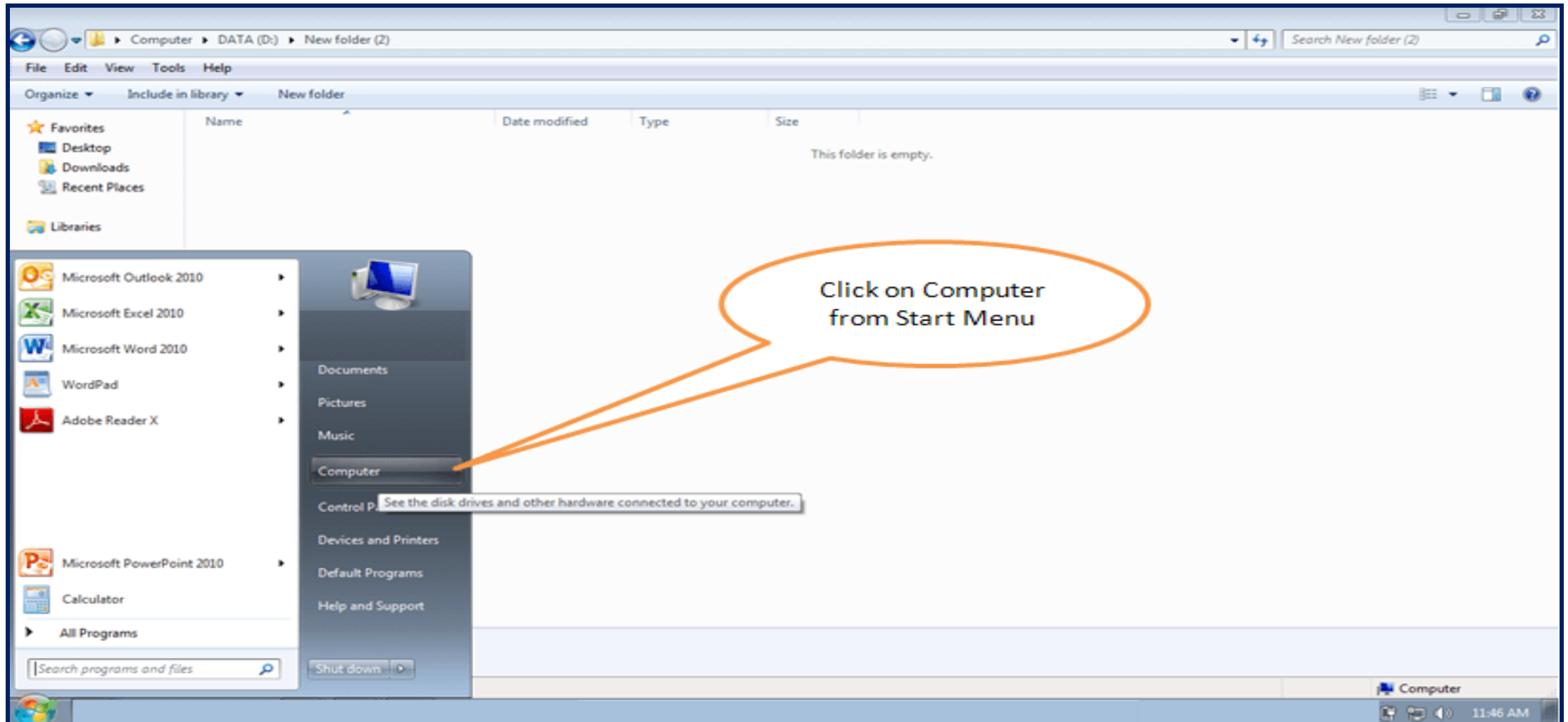
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



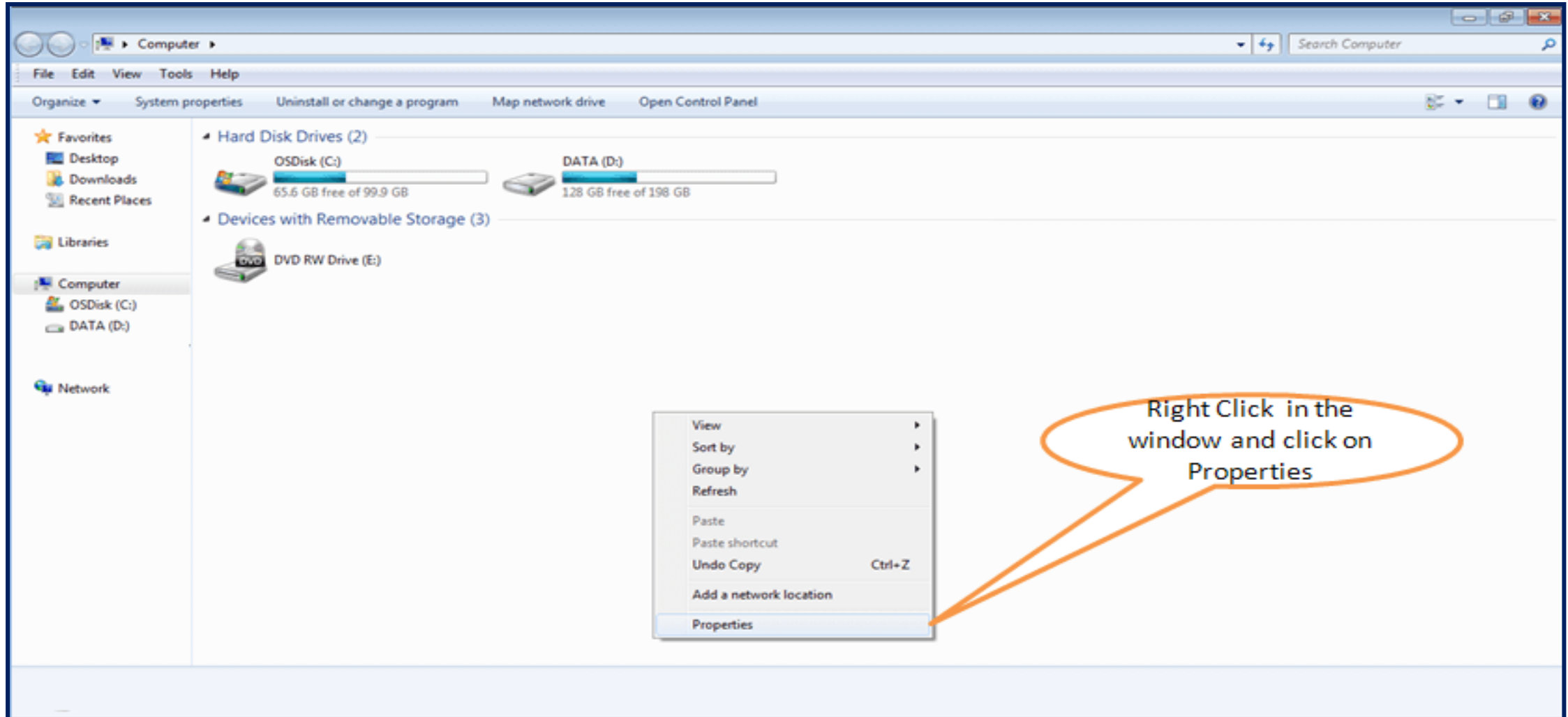
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



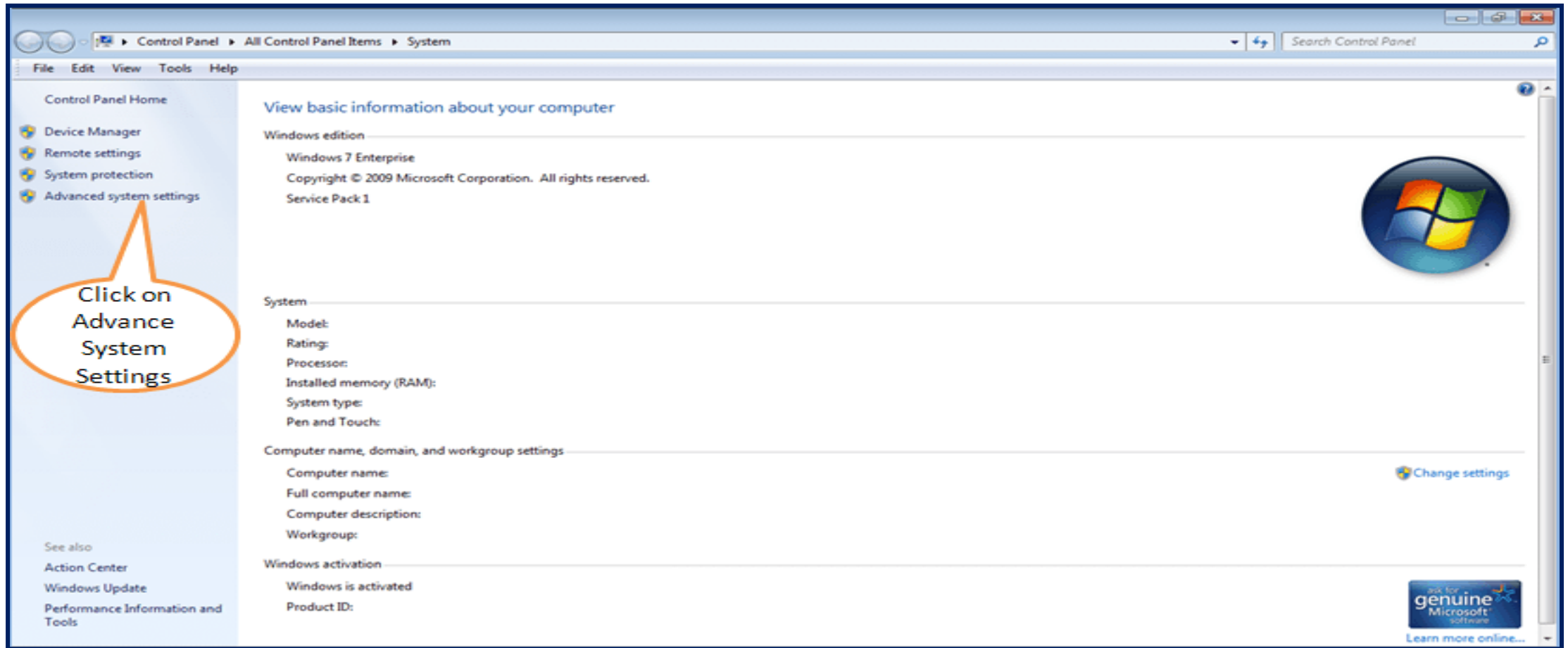
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

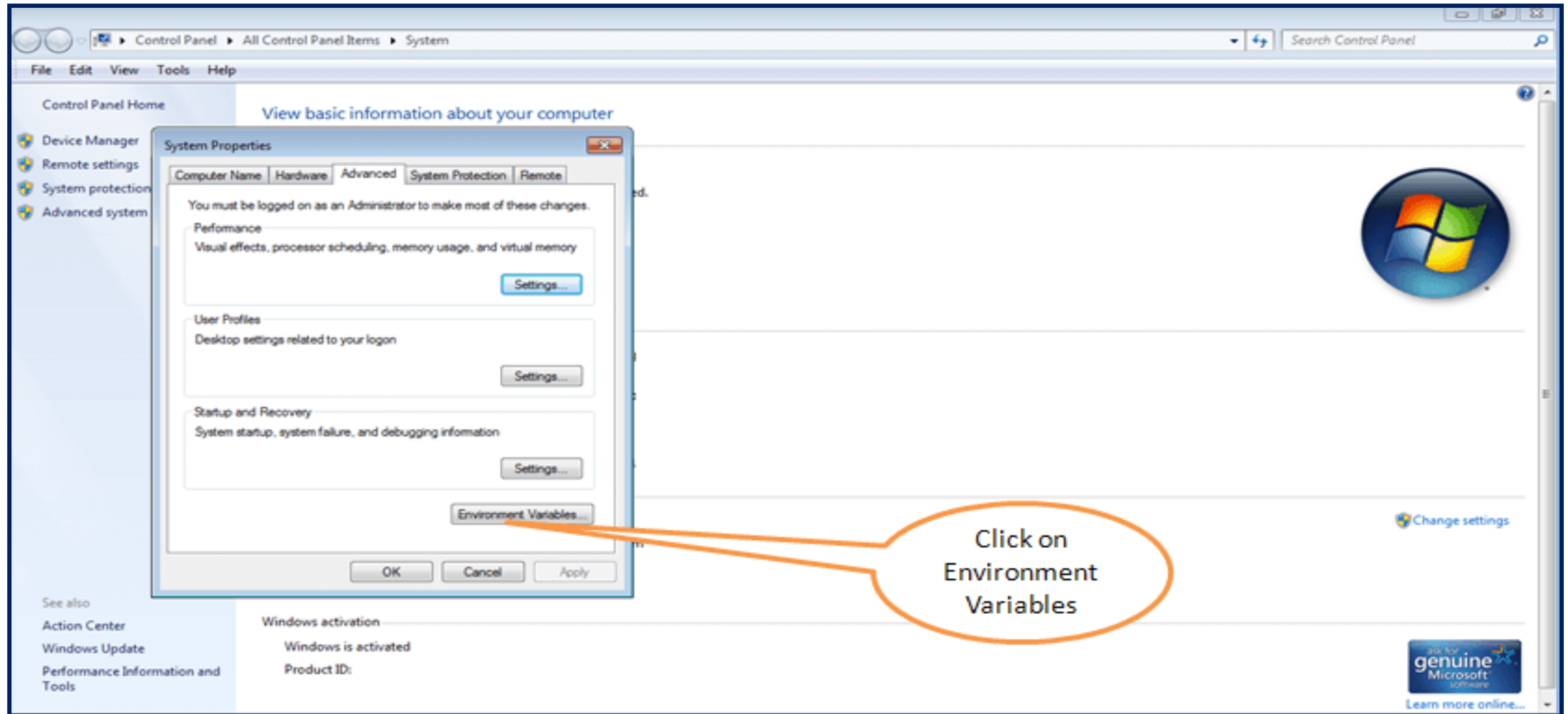


4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

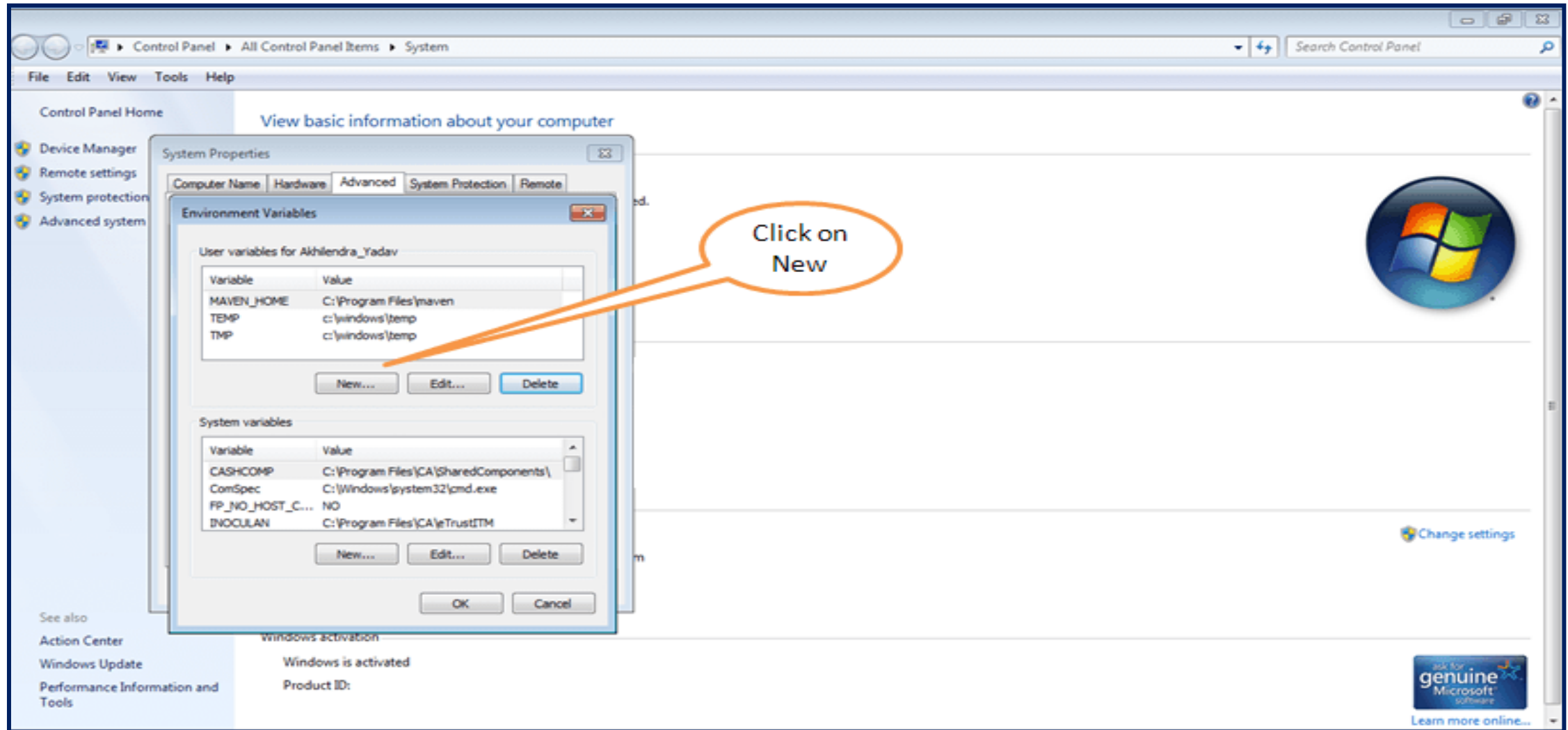


The screen may vary if Windows version is other than 7. Please look for 'Advanced System Settings' option in the screen if it is different then what is shown above.

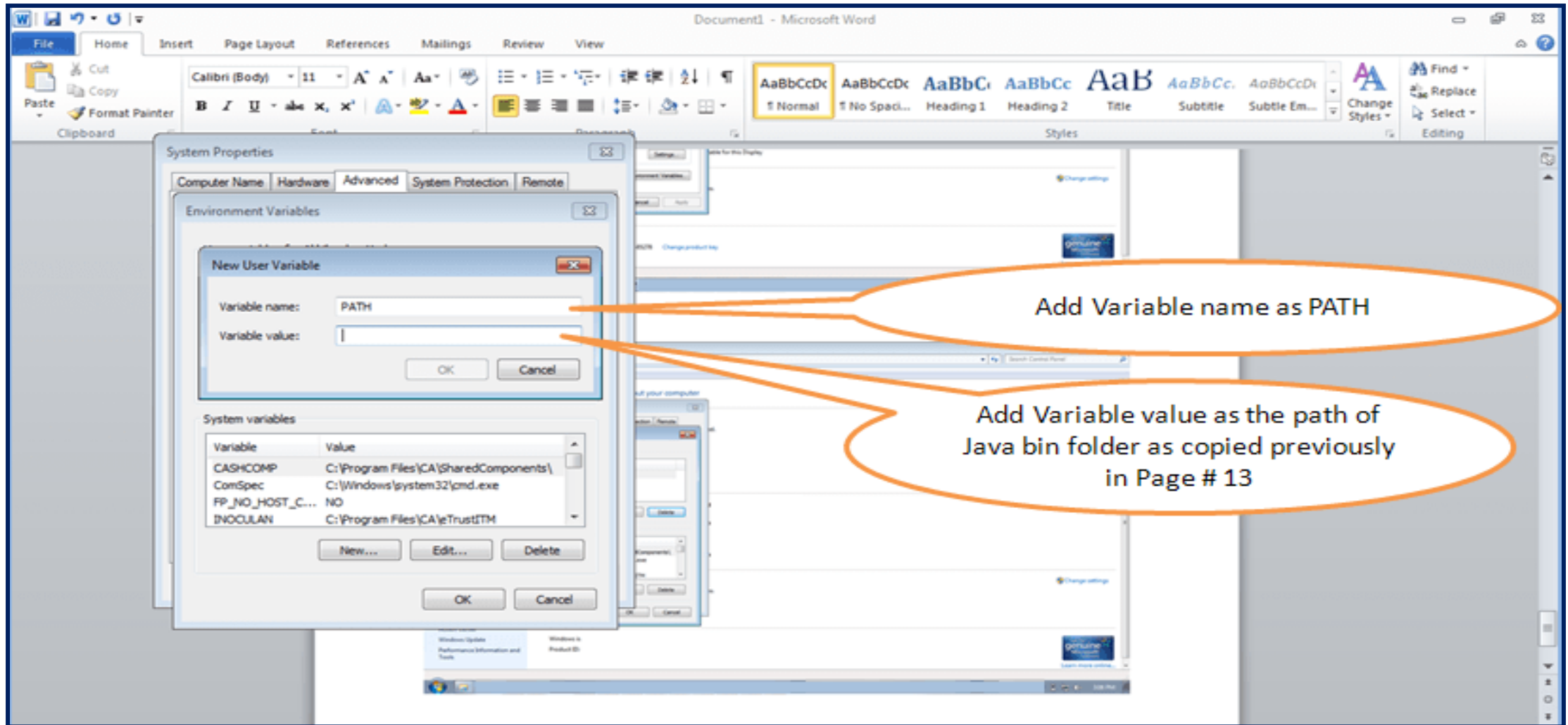
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



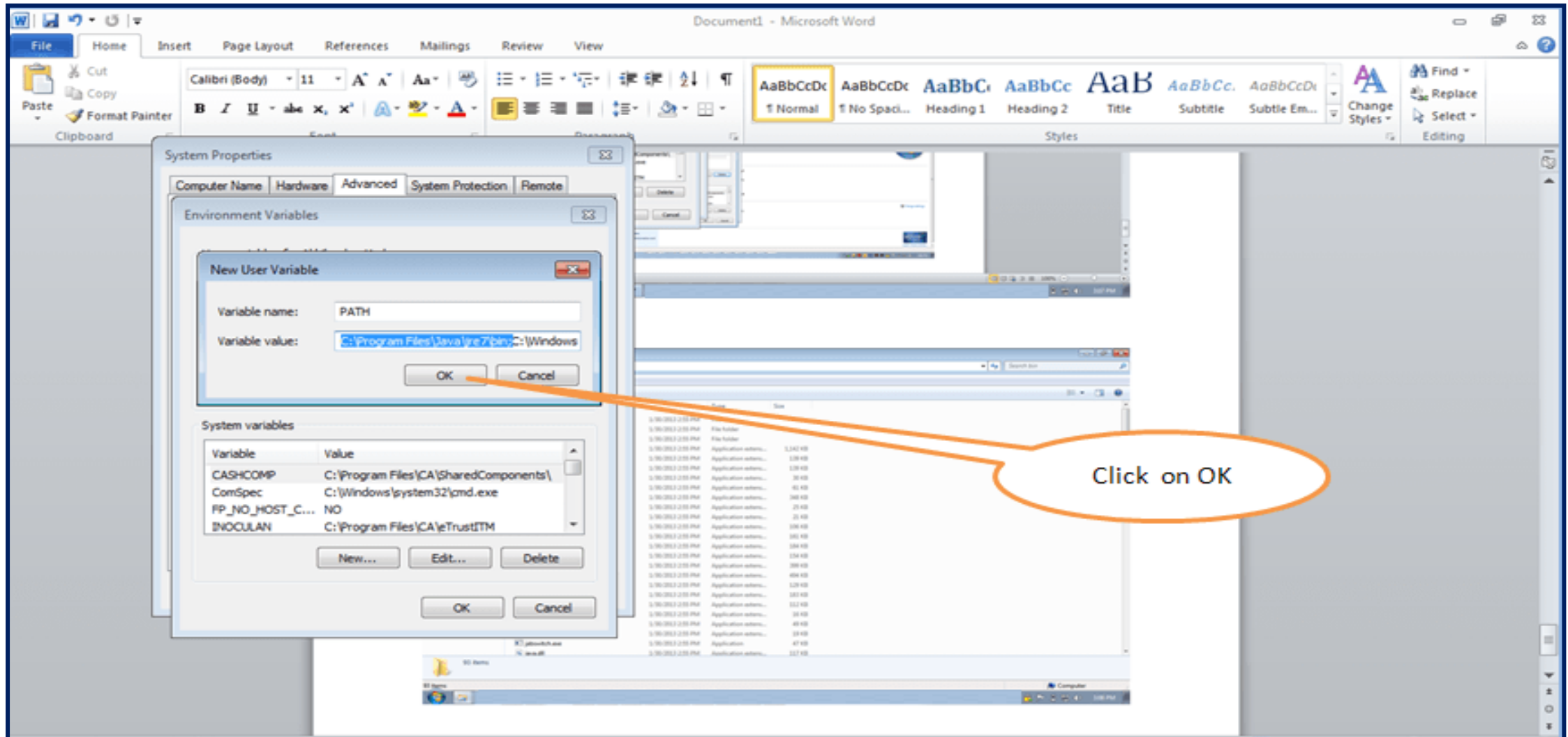
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



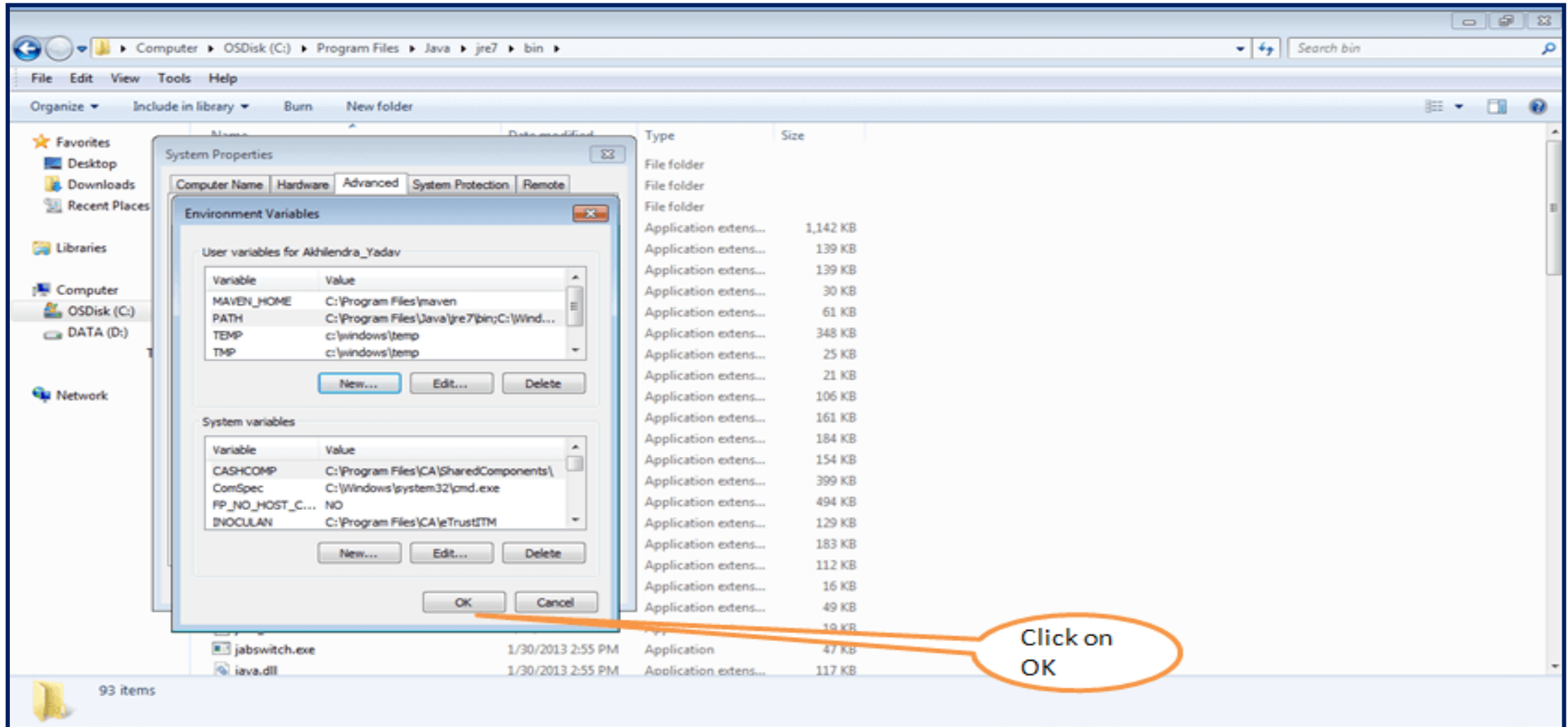
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



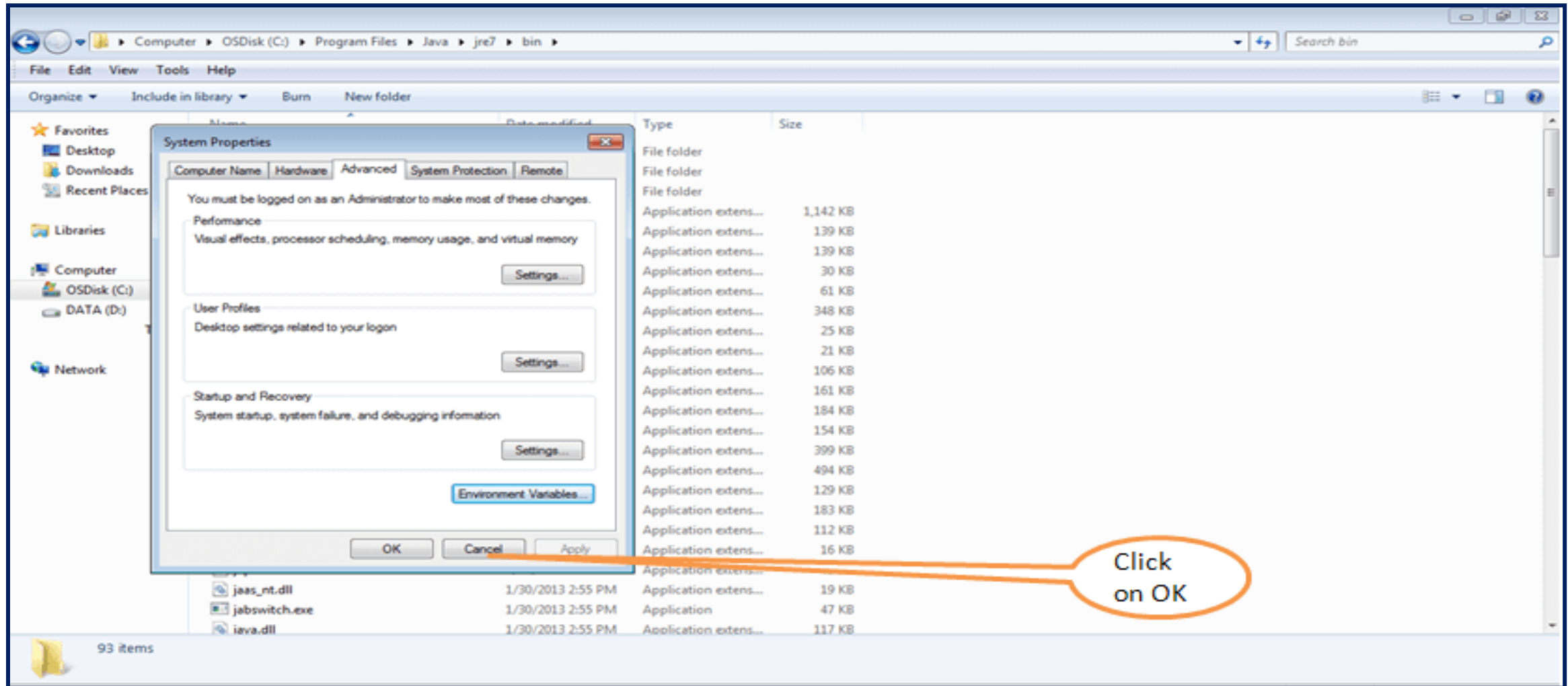
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

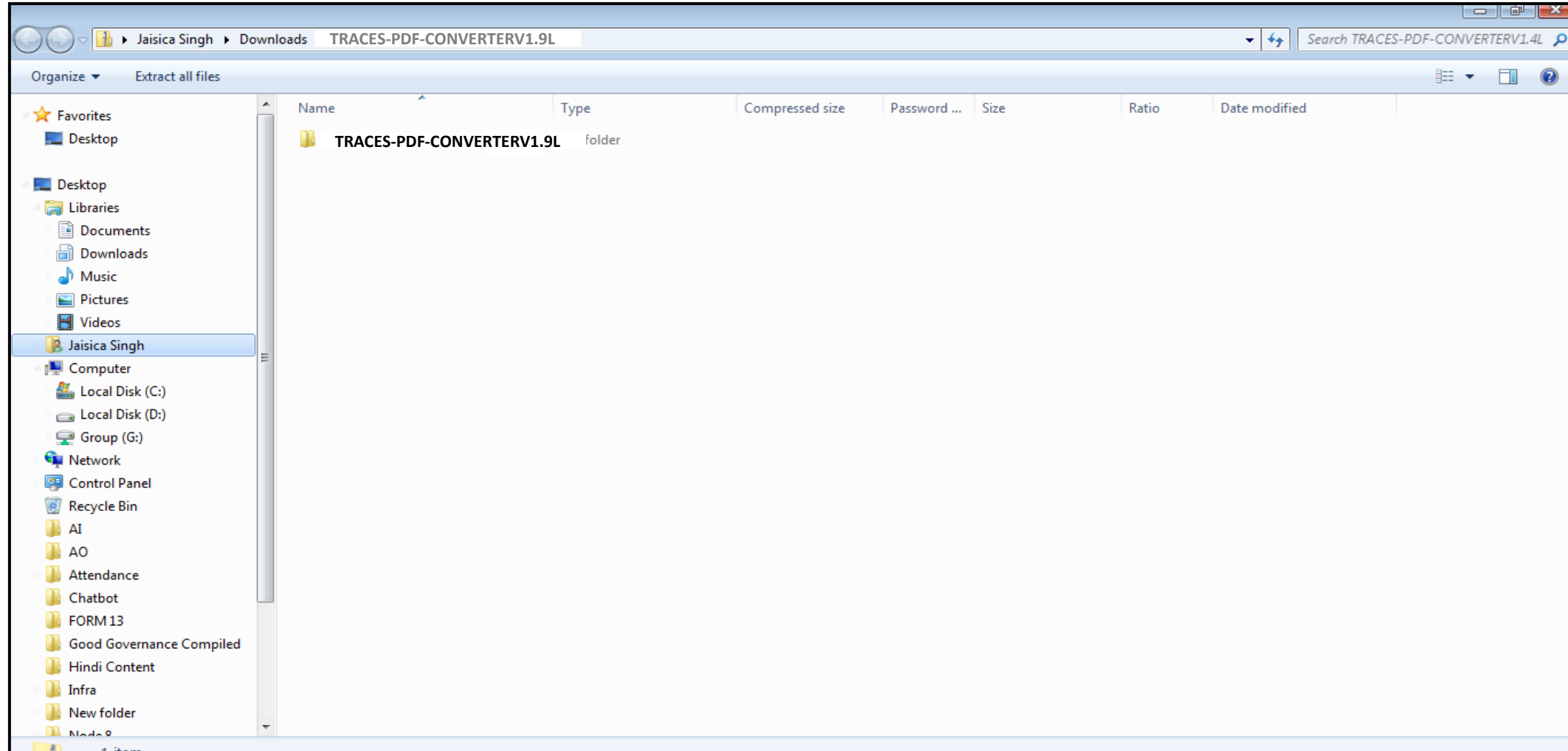


4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)



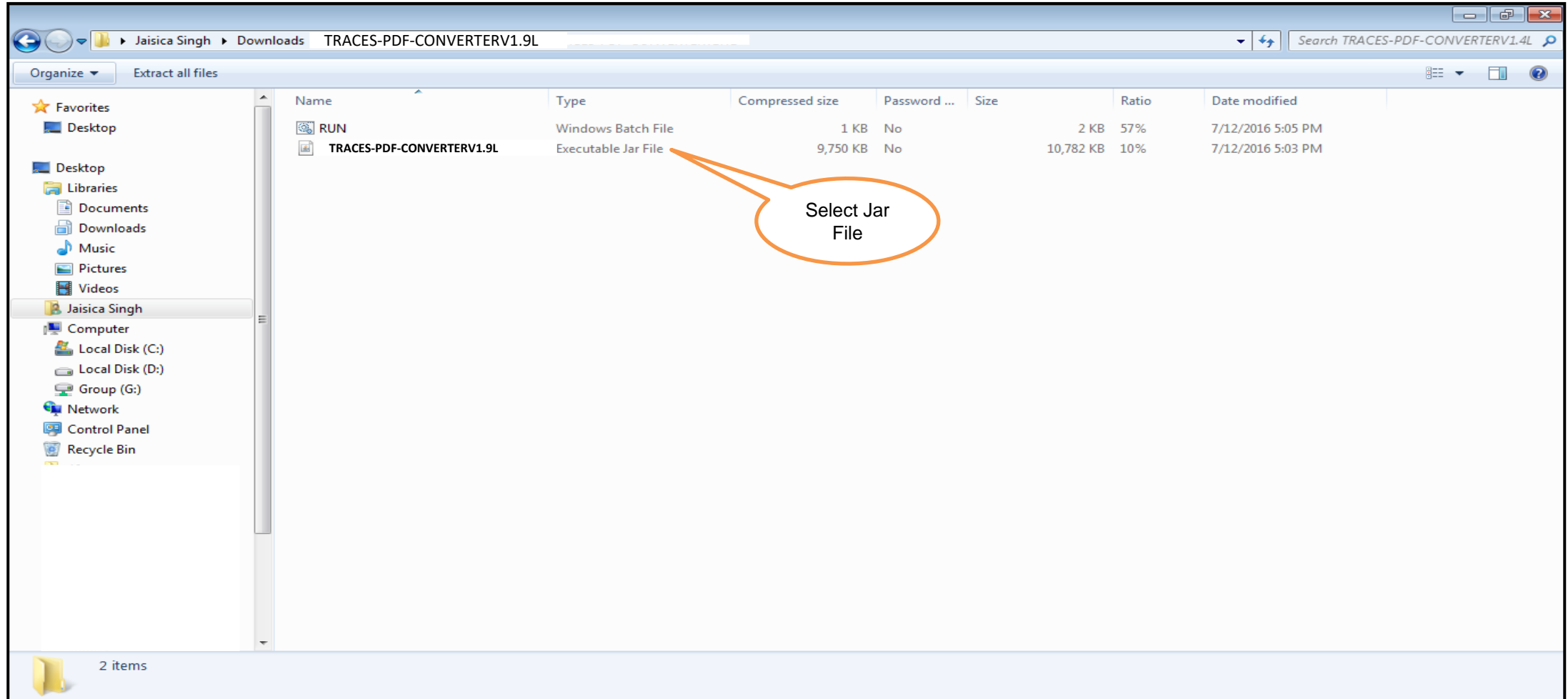
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 1: TRACES –PDF –Converter for Form 16 Part-A



4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 1 (Contd.): TRACES –PDF –Converter for Form 16 Part-A



4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 1 (Contd.): TRACES –PDF –Converter for Form 16 Part -A

The screenshot shows the TRACES PDF Converter utility interface. The window title is 'TRACES-PDF-CONVERTERV1.9L'. The interface includes a 'File / Folder Selection' section with fields for 'Select Form 16 / 16A ZIP file', 'Password for input file', and 'Save to folder', each with a 'Browse' button. Below this is the 'Soft Token (Digital Signature Details)' section with a 'Select P12 file' field and a 'Browse' button. At the bottom, there is a 'Certificate Store' table with columns for 'Subject', 'Serial No.', 'Issuer', and 'Expiration Date', and a 'View Certificate' button. The 'Proceed' and 'Cancel' buttons are at the bottom right.

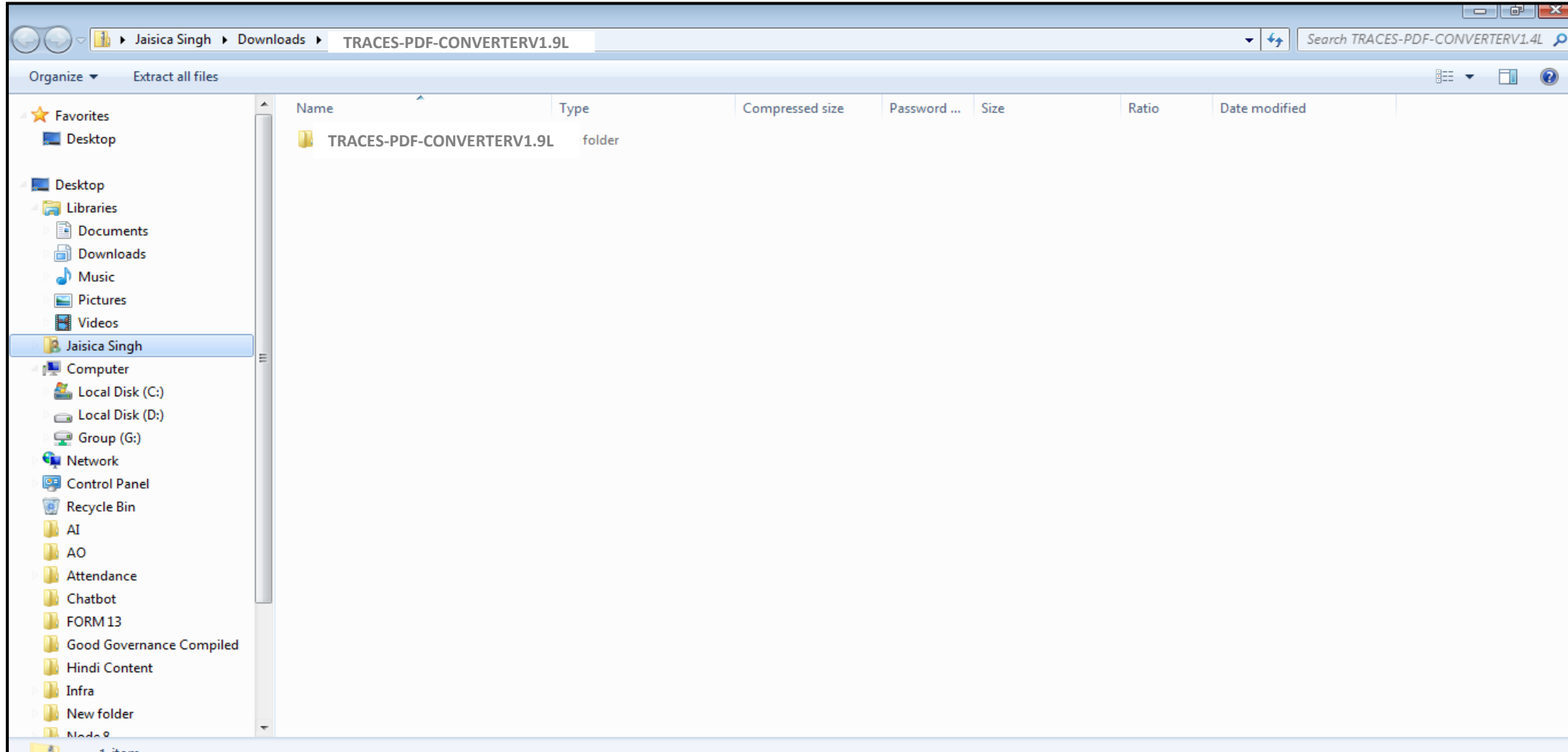
Callouts provide the following instructions:

- Select Form 16 Part-A Zip Files, enter Password as your TAN and select destination folder to save PDF files.
- Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.
- Certificate details will be displayed here.
- Click on 'Proceed' to continue with generation of PDF files.

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you.
- User can opt to manually sign Form 16 (Part A/ Part B) PDFs after printing them.

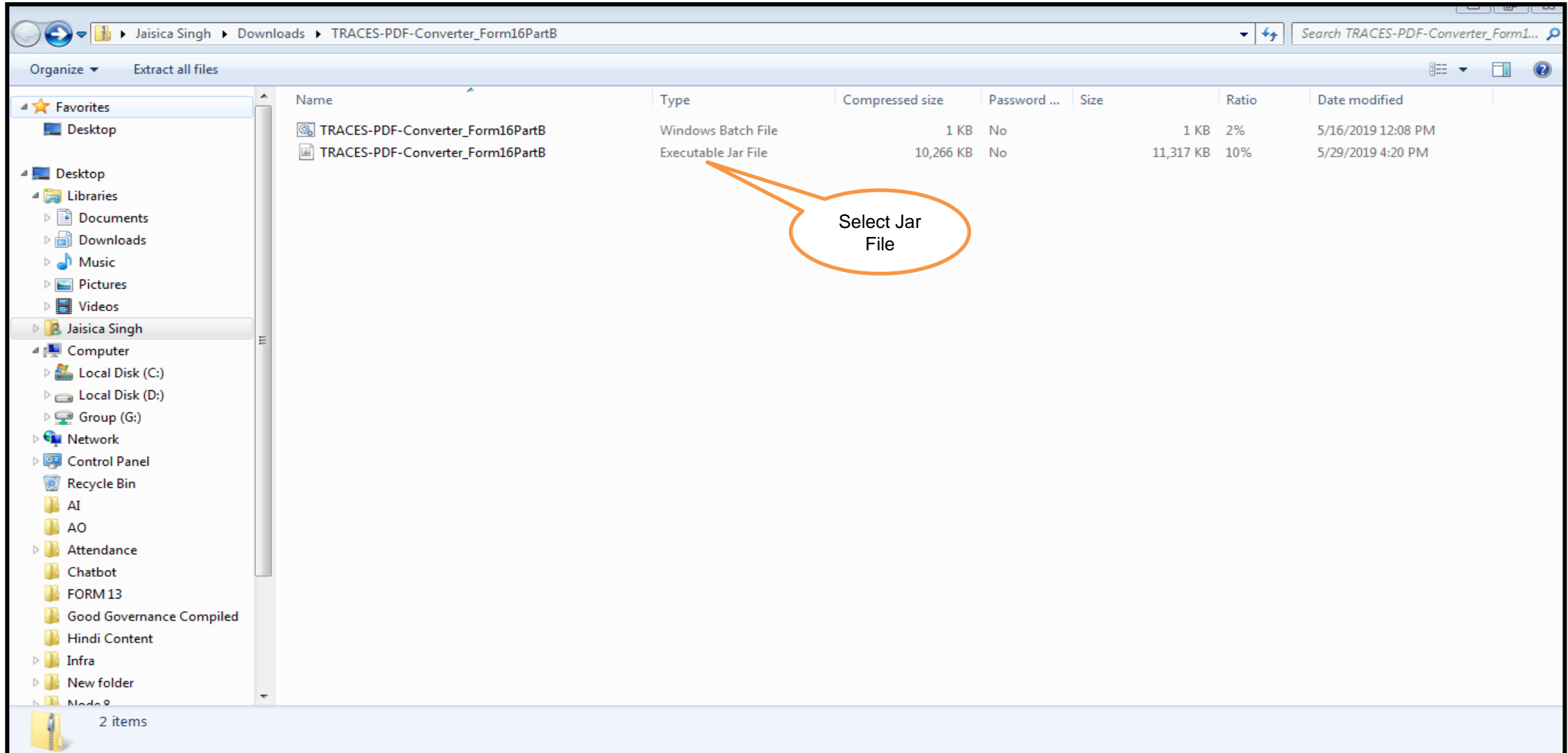
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 2: TRACES –PDF –Converter for Form 16 Part-B



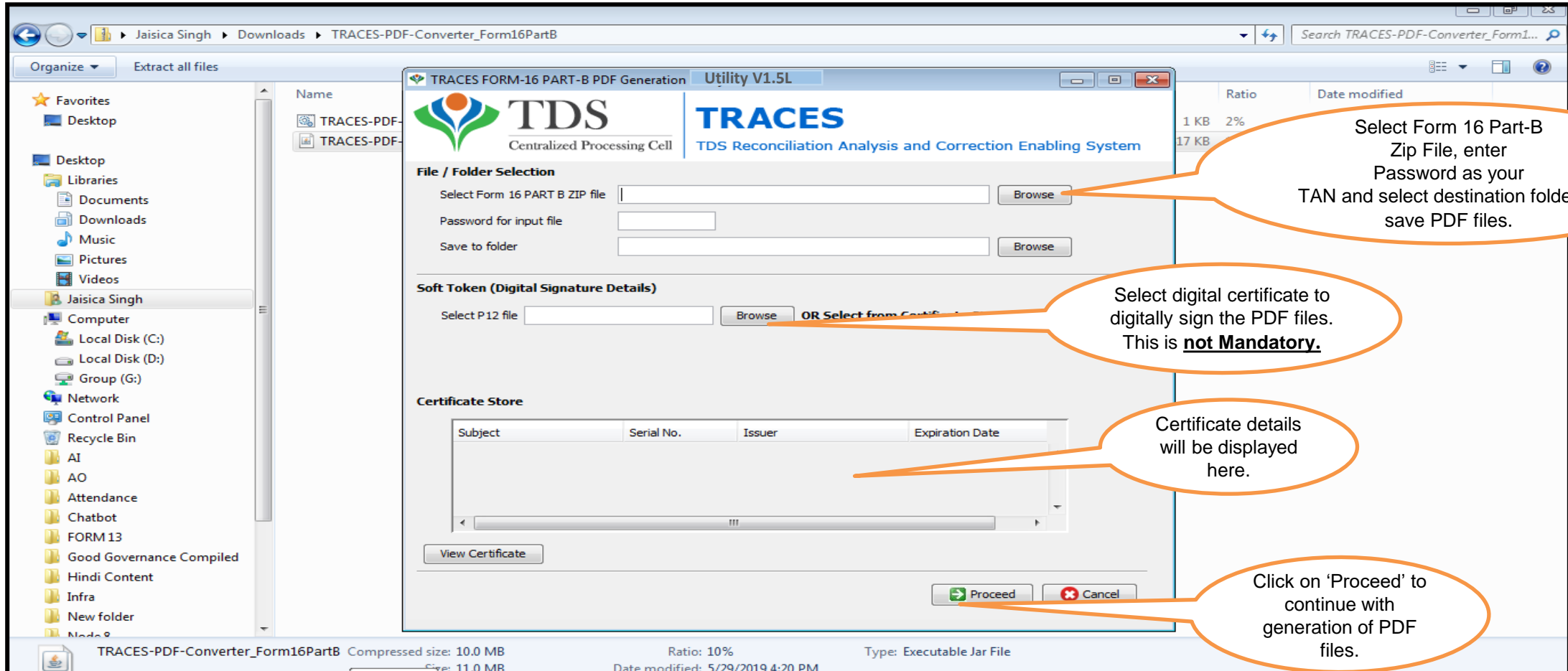
4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 2 (Contd.): TRACES –PDF –Converter for Form 16 Part-B



4. Step to Download 'PDF Converter Utilities' for Form 16 (Part A & Part B) (Contd.)

Scenario 2 (Contd.): TRACES –PDF –Converter for Form 16 Part-B



Select Form 16 Part-B Zip File, enter Password as your TAN and select destination folder to save PDF files.



Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.

Certificate details will be displayed here.

Click on 'Proceed' to continue with generation of PDF files.

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you.
- User can opt to manually sign Form 16 (Part A/ Part B) PDFs after printing them.

5. Sample of Form 16 (Part A)

 TDS Centralized Processing Cell		TRACES TDS Reconciliation Analysis and Correction Enabling System		 Government of India Income Tax Department	
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					
Certificate No. FTTSBMM			Last updated on 16-May-2019		
Name and address of the Employer			Name and address of the Employee		
PAN of the Deductor		TAN of the Deductor		PAN of the Employee	Employee Reference No. provided by the Employer (if available)
CIT (TDS)		Assessment Year		Period with the Employer	
The Commissioner of Income Tax (TDS) 7th Floor, New Block, Ayazkar Bhawan, 121, M.G. Road, Chennai - 600014		2019-20		From To	
Summary of amount paid/credited and tax deducted at source therein 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.)	
Q4	KLSXNG000	9980.00	289.90	289.90	
Total (Rs.)		9980.00	289.90	289.90	
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	BDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
Total (Rs.)					
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CIBLLAN (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	289.90	5411416	20-06-2018	56562	F
Total (Rs.)		289.90			
Verification					
I, _____, son / daughter of _____, working in the capacity of TA (designation) do hereby certify that a sum of Rs. 289.90 (Rs. Two Hundred and Eighty-Nine-Ninety-paise-Only (in words)) has been deducted and a sum of Rs. 289.90 (Rs. Two Hundred and Eighty-Nine-Ninety-paise-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.					

Certificate Number: FTTSBMM		TAN of Employer: CMBG0780C		PAN of Employer: SCLPVR00D		Assessment Year: 2019-20	
Place	Delhi			(Signature of person responsible for deduction of Tax)			
Date	17-May-2019						
Designation: TA				Full Name:!			
Notes: 1. Part B (Assessee) of the certificate in Form No. 16 shall be issued by the employer. 2. 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. 3. 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 (Assessee) 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. 4. To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTIISL.							
Legend used in Form 16 * Status of matching with OLTAS							
Legend	Description	Definition					
E	Unmatched	Deductor 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 deductor. 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					

5. Sample of Form 16 (Part B)

TDS		TRACES	
Controlled Processing Cell		TDS Reconciliation Analysis and Correction Enabling System	
FORM NO. 16			
PART B			
Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary			
Certificate No.	FFFSHIM	Last updated on	16-May-2019
Name and address of the Employer		Name and address of the Employee	
PAN of the Deductor		TAN of the Deductor	PAN of the Employee
CIT (TDS)		Assessment Year	Period with the Employer
The Commissioner of Income Tax (TDS) 7th Floor, New Block, Anayakar Bhawan, 121, M.G. Road, Chennai - 600034		2019-20	From 01-Jan-2019 To 13-Mar-2019
Details of Salary Paid and any other income and tax deducted		Rs.	Rs.
1.	Gross Salary		
(a)	Salary as per provisions contained in section 17(1)	89889987.98	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	878745.45	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	88521.85	
(d)	Total		90857255.28
(e)	Reported total amount of salary received from other employer(s)		15242.25
2.	Less: Allowances to the extent exempt under section 10		
(a)	Travel concession or assistance under section 10(5)	8484.84	
(b)	Death-cum-retirement gratuity under section 10(10)	520120.63	
(c)	Commutated value of pension under section 10(10A)	256324.02	
(d)	Cash equivalent of leave salary encashment under section 10(10AA)	54896.10	
(e)	House rent allowance under section 10(13A)	65652.35	

Page 1 of 4

Certificate Number: FFFSHIM		TAN of Employer: CMBG28798C		PAN of Employer: BZZFJ1288E		Assessment Year: 2019-20	
(f)	Amount of any other exemption under section 10 [Note: Break-up to be prepared by employee and issued to the employee, where applicable, before furnishing of Part B to the employee]						
(g)	Total amount of any other exemption under section 10		85965.36				
(h)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(g)]						991443.30
3.	Total amount of salary received from current employer [1(d)-2(h)]						89865811.98
4.	Less: Deductions under section 16						
(a)	Standard deduction under section 16(i)		40000.00				
(b)	Entertainment allowance under section 16(ii)		2233.25				
(c)	Tax on employment under section 16(iii)		5364.05				
5.	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]						47597.30
6.	Income chargeable under the head "Salaries" [(3+1)-(c)-5]						89833456.93
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		152152.52				
(b)	Income under the head Other Sources offered for TDS		5454.65				
8.	Total amount of other income reported by the employee [7(a)+7(b)]						157607.17
9.	Gross total income (6+8)						89991064.10
10.	Deductions under Chapter VI-A						
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C		63254.29				
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC		52365.25				
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)		5967.98				
(d)	Total deduction under section 80C, 80CCC and 80CCD (1)		121587.52				
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)		9542.01				

Page 2 of 4

5. Sample of Form 16 (Part B) (Contd.)

Certificate Number: FFFBREM		TAN of Employer: CMBG2979C		PAN of Employer: BZZFA726R		Assessment Year: 2019-20	
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	96357.03					
(g)	Deduction in respect of health insurance premia under section 80D	1520.02					
(h)	Deduction in respect of interest on loan taken for higher education under section 80E	5987.99					
(i)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	989885.98					
(j)	Deduction in respect of interest on deposits in savings account under section 80TTA	9999.05					
(k)	Amount deductible under any other provision(s) of Chapter VI-A [Note: Break-up to be prepared by employee and issued to the employee, where applicable, before furnishing of Part B to the employee]						
(l)	Total of amount deductible under any other provision(s) of Chapter VI-A	34849.62					
11.	Aggregate of deductible amount under Chapter VI-A [10(d)+10(e)+10(f)+10(g)+10(h)+10(i)+10(j)+10(l)]	1269729.22					
12.	Total taxable income (9-11)	88721334.88					
13.	Tax on total income	897564.64					
14.	Rebate under section 87A, if applicable	2499.99					
15.	Surcharge, wherever applicable	8596.99					
16.	Health and education cess	74845.44					
17.	Tax payable (13+15+16-14)	978507.08					
18.	Less: Relief under section 89 (attach details)	5263.96					
19.	Net tax payable (17-18)	973243.12					
Verification							
I, _____, son/daughter of _____ Working in the capacity <u>IA</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	Delhi		(Signature of person responsible for deduction of tax)				
Date	29-May-2019		Full Name:				

Certificate Number: FFFBREM		TAN of Employer: CMBG2979C		PAN of Employer: BZZFA726R		Assessment Year: 2019-20	
2. (f) Break up for 'Amount of any other exemption under section 10' to be filled in the table below							
Sl. No.	Amount of 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.	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	Delhi		(Signature of person responsible for deduction of tax)				
Date	29-May-2019		Full Name:				

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600