

Northern Railway Moradabad Division

FINANCIAL YEAR:-	
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PF NO:-		PAN No:-		TAN NO (of previous posting if any in Current FY)	
NAME: -		DESIGNATION: -		BILL UNIT:-	

Above person has complaint for non uploading of TDS amount as per FORM 16 for the YEAR: _____. Please arrange to mention the recovery on account of Income Tax from Income Tax Schedule of the staff as monthly details is not mentioned in form 16 submitted by staff so that Charter Accountant will be instructed for uploading correction statement to avoid adverse action by the income tax department.

SL. NO.	MONTH OF DEDUCTION	QUARTER NO.	TAXABLE GROSS AMOUNT OF SALARY	TAX DEDUCTED
1	MARCH Paid in APRIL	I		
2	APRIL Paid in APRIL			
3	MAY Paid in MAY			
4	JUNE Paid in JUNE			
5	JULY Paid in JULY	II		
6	AUGUST Paid in AUGUST			
7	SEPTEMBER Paid in SEPTEMBER			
8	OCTOBER Paid in OCTOBER	III		
9	NOVEMBER Paid in NOVEMBER			
10	DECEMBER Paid in DECEMBER			
11	JANUARY Paid in JANUARY	IV		
12	FEBRUARY Paid in FEBRUARY			
		TOTAL		

TOTAL TAXABLE GROSS AMOUNT OF SALARY:-	
TOTAL AMOUNT TAX DEDUCTED :-	

The Deduction mentioned from April ____ to March ____ is verified from Income tax schedule /Paid vouchers.

Signature of the officer
Responsible for deduction of I /Tax
(Issuing Authority of Form 16)
Full Name :-
Designation:-
Date:-

