

STEP 1: OPEN THE FORM16 FILE DOWNLOADED BY YOU

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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. FIKVLVA		Last updated on 26-May-2019	
Name and address of the Employer		Name and address of the Employee	
ATOMIC ENERGY EDUCATION SOCIETY ANNEX BUILDING, AECS-6 SCHOOL BUILDING, WESTERN SECTOR, ANUSHAKTI NAGAR, MUMBAI - 400094 Maharashtra +(91)22-25565049 salary-aees@nic.in			
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	Employee Reference No. provided by the Employer (If available)
AAATA8254A	MUMC11174C		

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STEP 2: SCROLL DOWN TO LAST PAGE TO FIND SIGNATURE PANEL AT THE BOTTOM RIGHT SIDE OF THE FILE AND LEFT CLICK ON IT:

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assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 10 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 UTITSL.

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	Definition
U	Unmatched	Deductors 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 deductors. 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

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Date: 2019.03.29 15:54:14
IST

Certification signature by PATTEM RAVI BABU
<SALARY-AEES@NIC.IN> Certifier's identity Unknown

Page 2 of 2

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STEP 3: CLICK ON "Signature Properties...":

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Page 2 of 2

4. To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	Definition
U	Unmatched	Deductors 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
P	Provisional	Provisional tax credit is effected only on verification of payment details submitted
F	Final	In case of non-government deductors mentioned in the TDS / TCS statement, account have been verified by Pay &
O	Overbooked	Payment details of TDS / TCS deposited amount is over claimed in the statement makes new payment for excess amount

Signature Validation Status

Document was certified, validity is UNKNOWN.

- The Document has not been modified since it was certified.
- The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.

Signature Properties... Close

Certification signature by PATTEM RAVI BABU
 <SALARY-AEES@NIC.IN> Validity Unknown

Digitally signed by PATTEM RAVI BABU
 Date: 2019.03.29 15:54:14 IST

STEP 4: CLICK ON "Show Signer's Certificate...":

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Share

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Signature Panel

4. To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	
U	Unmatched	Deductors have not deposited tax details in bank match with details
P	Provisional	Provisional tax credit is effected verification of payment details st
F	Final	In case of non-government deduc mentioned in the TDS / TCS stat account have been verified by Pa
O	Overbooked	Payment details of TDS / TCS de amount is over claimed in the sta makes new payment for excess a

Signature Properties

Document was certified, validity is UNKNOWN.
Signing Time: 2019/05/29 15:54:14 +05'30'

Validity Summary

The document has not been modified since it was certified.
The certifier has specified that no changes are allowed to be made to this document.
The signer's certificate has been issued by a certificate authority that you have not trusted to issue certificates for the purpose of certifying PDF documents.
Signing time is from the clock on the signer's computer.
Signature was validated as of the signing time:
2019/05/29 15:54:14 +05'30'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.
Revocation checking was not performed.

Show Signer's Certificate...

Advanced Properties... Validate Signature Close

Certification signature by PATTEM RAVI BABU
~SALARY-AEES@NIC.IN~ Validity Unknown

Digitally signed by PATTEM RAVI BABU
Date: 2019.05.29 15:54:14 IST

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STEP 5: CLICK ON "Trust" TAB:

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assessee was employed with each of the employers. Part B (Annexu
4. To update PAN details in Income Tax Department database, appl

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	
U	Unmatched	Deductors have not deposi details in bank match with
P	Provisional	Provisional tax credit is eff verification of payment de
F	Final	In case of non-government mentioned in the TDS / TC account have been verified
O	Overbooked	Payment details of TDS / T amount is over claimed in makes new payment for ex

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.

Show all certification paths found

Summary Details Revocation **Trust** Policies Legal Notice

This certificate is not trusted.

Trust Settings

- ✗ Sign documents or data
- ✗ Certify documents
- ✗ Execute dynamic content that is embedded in a certified document
- ✗ Execute high privilege JavaScripts that are embedded in a certified document
- ✗ Perform privileged system operations (networking, printing, file access, etc.)

Add to Trusted Certificates...

The selected certificate path is valid.

The path validation checks were done as of the signing time:
2019/05/29 15:54:14 +05'30'
Validation Model: Shell

OK

Signature by PATTEM RAVI BABU
@NIC INC. Validity Unknown
Signed by PATTEM
RAVI BABU
Date: 2019.05.29 15:54:14
IST

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Convert to

Microsoft Word (*.docx)

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STEP 6: CLICK ON "Add to Trusted Certificates...":

The screenshot shows the Adobe Acrobat Reader DC interface. A 'Certificate Viewer' dialog box is open, displaying the following information:

- Code Solutions CA 2014
- PATTEM RAVI BABU <SALAR
- Trust Settings:
 - Sign documents or data
 - Certify documents
 - Execute dynamic content that is embedded in a certified document
 - Execute high privilege JavaScripts that are embedded in a certified document
 - Perform privileged system operations (networking, printing, file access, etc.)
- Buttons: Add to Trusted Certificates..., OK

The background document is a PDF with the following content:

The validity of the document certification is UNKNOWN. The author could not be verified.

assessee was employed with each of the employers. Part B (Annexu
4. To update PAN details in Income Tax Department database, appl

Legend used in Form 16

Legend	Description	
U	Unmatched	Deductors have not deposi details in bank match with
P	Provisional	Provisional tax credit is eff verification of payment de
F	Final	In case of non-government mentioned in the TDS / TC account have been verified
O	Overbooked	Payment details of TDS / T amount is over claimed in makes new payment for ex

Signature Panel: Signature by PATTEM RAVI BABU
Date: 2019/05/29 15:54:14 IST

Page 2 of 2

STEP 7: CLICK ON "OK":

The screenshot shows the Adobe Acrobat Reader DC interface. The main document is open, displaying a table titled "Legend used in Form 16" and a signature panel on the right. A "Certificate Viewer" dialog box is open, showing details of a certificate and its issuance chain. A "Sign documents or data" dialog box is also open, with a red arrow pointing to the "OK" button. The "Acrobat Security" dialog box is also visible, with a warning message and "OK" and "Cancel" buttons. The "Signature Panel" on the right shows the document is signed by PATTEM RAVI BABU on 2019/05/29 15:54:14 IST. The "Adobe Export PDF" panel is also visible on the right side of the interface.

The validity of the document certification is UNKNOWN. The author could not be verified.

assessee was employed with each of the employers. Part B (Annexure 4. To update PAN details in Income Tax Department database, apply the following status of matching with OLTAS.

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	
U	Unmatched	Deductors have not deposited details in bank match with
P	Provisional	Provisional tax credit is effective verification of payment details
F	Final	In case of non-government mentioned in the TDS / TCS account have been verified
O	Overbooked	Payment details of TDS / TCS amount is over claimed in makes new payment for ex

Signature Panel

ected only when payment
changed to Final (F) on
with the payment details
TCS booked in Government
TCS statement but the
amount in the statement or

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Convert PDF Files to Word or Excel Online
Select PDF File
Convert to
Microsoft Word (*.docx)
Document Language:
English (U.S.) Change
Convert

Create PDF
Edit PDF
Comment
Combine Files
Organize Pages
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Acrobat Security
If you change the trust settings, you will need to revalidate any signatures to see the change.
Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?
OK Cancel

Certificate Viewer
This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.
Show all certification paths found
dia 2014
Code Solutions: CA 2014
PATTEM RAVI BABU <SALAR
Summary Details Revocation Trust Policies Legal Notice
This certificate is not trusted.
Trust Settings:
Sign documents or data
Add to Trusted Certificates...
The selected certificate path is valid.
The path validation checks were done as of the signing time:
2019/05/29 15:54:14 +05'30'
Validation Model: Shell
Signature by PATTEM RAVI BABU
@NIC In... Identity Unknown
Signed by PATTEM RAVI BABU
Date: 2019/05/29 15:54:14 IST
Page 2 of 2

STEP 8: CLICK ON "OK":

The validity of the document certification is UNKNOWN. The author could not be verified.

assessee was employed with each of the employers. Part B (Annexu
4. To update PAN details in Income Tax Department database, appl

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	
U	Unmatched	Deductors have not deposi details in bank match with
P	Provisional	Provisional tax credit is eff verification of payment de
F	Final	In case of non-government mentioned in the TDS / TC account have been verified
O	Overbooked	Payment details of TDS / T amount is over claimed in makes new payment for ex

Certificate Viewer

Import Contact Settings

Certificate Details

Subject: PATTEM RAVI BABU <SALARY-AEES@NIC.IN>
Issuer: (n)Code Solutions CA 2014
Usage: Digital Signature, Non-Repudiation
Expiration: 05/03/2020 18:00:08

Trust

A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.

Use this certificate as a trusted root

If signature validation succeeds, trust this certificate for:

- Signed documents or data
- Certified documents
- Dynamic content
- Embedded high privilege JavaScript
- Privileged system operations (networking, printing, file access, etc.)

Buttons: Help, OK, Cancel

Signature by PATTEM RAVI BABU
(n)Code Solutions CA 2014 - validity Unknown
Signed by PATTEM RAVI BABU
Date: 2019.05.29 15:54:14
IST

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Adobe Acrobat Reader DC interface includes: File, Edit, View, Window, Help; Home, Tools; 2 / 2; 175%; Share; Sign In; Search tools; Export PDF; Adobe Export PDF; Convert PDF Files to Word or Excel Online; Select PDF File; Convert to; Microsoft Word (*.docx); Document Language: English (U.S.) Change; Convert; Create PDF; Edit PDF; Comment; Combine Files; Organize Pages; Redact; Protect; Send, sign, and track PDFs with Adobe Sign; Start Free Trial.

STEP 9: CLICK ON "OK":

The validity of the document certification is UNKNOWN. The author could not be verified.

assessee was employed with each of the employers. Part B (Annexu
4. To update PAN details in Income Tax Department database, appl

Legend used in Form 16

*** Status of matching with OLTAS**

Legend	Description	
U	Unmatched	Deductors have not deposi details in bank match with
P	Provisional	Provisional tax credit is eff verification of payment de
F	Final	In case of non-government mentioned in the TDS / TC account have been verified
O	Overbooked	Payment details of TDS / T amount is over claimed in makes new payment for ex

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.

Show all certification paths found

dia 2014
Code Solutions CA 2014
PATTEM RAVI BABU <SALAR

Summary Details Revocation Trust Policies Legal Notice

This certificate is not trusted.

Trust Settings

- ✗ Sign documents or data
- ✗ Certify documents
- ✗ Execute dynamic content that is embedded in a certified document
- ✗ Execute high privilege JavaScripts that are embedded in a certified document
- ✗ Perform privileged system operations (networking, printing, file access, etc.)

Add to Trusted Certificates...

Signature Panel

Signature by PATTEM RAVI BABU
[Signature] Signed by PATTEM RAVI BABU
Date: 2019/05/29 15:54:14 IST

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STEP 10: CLICK ON "Validate Signature":

The validity of the document certification is UNKNOWN. The author could not be verified.

assessee was employed with each of the employers. Part B (Annexure) or 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 UTITSL.

Legend used in Form 16

* Status of matching with OLTAS

Legend	Description	
U	Unmatched	Deductors have not deposited tax details in bank match with details
P	Provisional	Provisional tax credit is effected verification of payment details st
F	Final	In case of non-government deduc mentioned in the TDS / TCS sta account have been verified by Pa
O	Overbooked	Payment details of TDS / TCS de amount is over claimed in the sta makes new payment for excess a

Signature Properties

Document was certified, validity is UNKNOWN.
Signing Time: 2019/05/29 15:54:14 +05'30'

Validity Summary

The document has not been modified since it was certified.
The certifier has specified that no changes are allowed to be made to this document.
The signer's certificate has been issued by a certificate authority that you have not trusted to issue certificates for the purpose of certifying PDF documents.
Signing time is from the clock on the signer's computer.
Signature was validated as of the signing time: 2019/05/29 15:54:14 +05'30'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.
Revocation checking was not performed.

Show Signer's Certificate...

Advanced Properties... Validate Signature Close

Certification signature by PATTEM RAVI BABU
<SALARY-AEES@NIC.IN> Validity Unknown
Digitally signed by PATTEM RAVI BABU
Date: 2019.05.29 15:54:14 IST

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STEP 11: DIGITAL SIGNATURE WILL BE SUCCESSFULLY VALIDATED AND A GREEN TICK WILL APPEAR – THEREAFTER, CLICK ON “CLOSE”:

Adobe Acrobat Reader DC - SAFLPA1550P_201... *
Home Tools 2 / 2 175% Share

Certified by PATTEM RAVI BABU <SALARY-AEES@NIC.IN>, Personal, CID - 6429521, certificate issued by (n)Code Solutions CA 2014.

Signature Panel

Document certification is valid, signed by PATTEM RAVI BABU <SALARY-AEES@NIC.IN>.
Signing Time: 2019/05/29 15:54:14 +05'30'

Validity Summary

- The document has not been modified since it was certified.
- The certifier has specified that no changes are allowed to be made to this document.
- The signer's identity is valid.
- Signing time is from the clock on the signer's computer.
- Signature was validated as of the signing time: 2019/05/29 15:54:14 +05'30'

Signer Info

- Path validation checks were successful.
- Revocation checking is not performed for Certificates that you have directly trusted.

Show Signer's Certificate...
Advanced Properties... Validate Signature Close

Legend used in Form 16

* Status of matching with OLTAS

Legend	Description	
U	Unmatched	Deductors have not deposited tax details in bank match with details
P	Provisional	Provisional tax credit is effected verification of payment details su
F	Final	In case of non-government deduc mentioned in the TDS / TCS stat account have been verified by Pa
O	Overbooked	Payment details of TDS / TCS de amount is over claimed in the sta makes new payment for excess a

Document certified by PATTEM RAVI BABU <SALARY-AEES@NIC.IN>.
Digitally signed by PATTEM RAVI BABU
Date: 2019.05.29 15:54:14 IST

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