Form 16 Generation

Step 1: The T-Code used is "**PC00_M40_F16**"

Step 2: Enter the data as shown below

- Enter the employee IDs
- Enter the Payroll Area
- Enter the company Code
- Enter the Taxation year as per the form 16 requirement Ex: for FY 2017-18 its **2017.**
- Optional Data may also be enter in fields such as Person responsible, S/D/O, Designation, Reporting Place.
- Reporting Date would be automatically the date of generation (current date).
- All the three check boxes need to be checked
- Next field is to browse the system location where you want to store/download the form 16s of all the employees.
- Click on Execute (F8).

Print program for form 16

Selections from

Selection

Personnel Number	10033347
Personnel area	
Personnel subarea	
Payroll area	DK

Other selections

- ○ TAN Number
- ● Company Code   DOPI

User parameters

Taxation Year	2017
Person responsible	
S/D/O	
Designation	
Report Date	14.05.2018
Report Place	
Original Document	☑
Central Govt. Employee	☑
Print Annexure	☑

Output format

Customer Layout

Execute the Standard Form	☐

Digital Signature

Enable Digital Signature	☐
Send Form 16 as Mail Attachment	☐
PAN-wise download	☐
Folder Path to Download Form 16	C:\Users\910067\Desktop\F16 Mysuru\
ADS Connection Name	
Digital Signature Alias name	

Tax Details

File Path	
Folder Path for Form 16 Part-A	
Folder Path for Form 16 Part-B	

Footer Text

Free text for footer	
Free text	
Footer with Tax credit/Surcharge	☐

Email Attachment (PDF file only)

Folder Path	

Step 3:

Select the column as shown above and click on the button "**Print form**".

Step 4:

Change the data in the pop-up screen as above highlighted and then click on "**Print Preview**".

Step 5:

Form 16 would be automatically downloaded to the folder specified in the selection screen and also would get displayed on the screen.
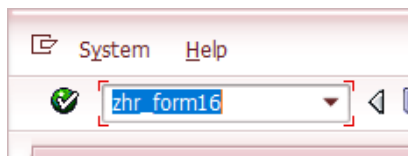
PART B (Annexure)

Details of Salary paid and any other income and tax deducted	INR	INR	INR
1. Gross salary			
(a) Salary as per provisions contained in sec.17(1)		854037.00	
(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)		0.00	
(c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable)		0.00	
(d) Total			854037.00
(e) Reported total amount of salary received from other employer(s)			0.00
2. Less: Allowance to the extent exempt u/s 10			
(a) Travel concession or assistance under section 10(5)		0.00	
(b) Death-cum-retirement gratuity under section 10(10)		0.00	
(c) Commuted value of pension under section 10(10A)		0.00	
(d) Cash equivalent of leave salary encashment under section 10(10AA)		0.00	
(e) House rent allowance under section 10(13A)		0.00	
(f) Amount of any other exemption under section 10			
Allowance			
(g) Total amount of any other exemption under section 10		0.00	
(h) Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(g)]			0.00
3. Total amount of salary received from current employer [1(d)-2(h)]			854037.00
4. Less: Deductions under section 16			
(a) Standard Deduction under section 16(Ia)		50000.00	
(b) Entertainment allowance under section 16(II)		0.00	
(c) Tax on Employment under section 16(III)		0.00	
5. Total amount of deductions under section 16 [4(a)+4(b)+4(c)]			50000.00
6. Income chargeable under the head "Salaries" [(3+1(e)-5]			804037.00
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		0.00	
(b) Income under the head Other Sources offered for TDS		0.00	
8. Total amount of other income reported by the employee [7(a)+7(b)]			0.00
9. Gross total income (6+8)			804037.00
10. Deductions under Chapter VI-A		**Gross Amount**	**Deductible Amount**

Form 16 Generation with ZHR_FORM16

If the employee not receiving the correct Form 16, due to taxable payment processed in March off-cycle correction run, then use the T-code **ZHR_FORM16** for generation.

Enter the **last off-cycle date/31.03.20**** and run for the employees in the T-code ZHR_FORM16 and generate the form16 in the same procedure as mentioned above from Step 3.

Print program for form 16

Selections from	
Selection	
Personnel Number	▬▬▬▬
Personnel area	
Personnel subarea	
Payroll area	

Other selections

○ TAN Number	
◉ Company Code	DOPI

User parameters

Taxation Year	2020
Run Date	31.03.2021
Person responsible	
S/D/O	
Designation	
Report Date	▬▬▬▬
Report Place	
Original Document	✓
Central Govt. Employee	✓
Print Annexure	✓

Output format

Customer Layout

Execute the Standard Form ☐

Digital Signature

Enable Digital Signature ☐

Note:

1. **Bulk generation of form 16 is not possible if the employee is having both off-cycle types "CORR" and "0003" processed in March month.**

P	05.12.2020			05.12.2020	05.12.2020	0003	0003	D	D	03	A	03	A	05		
A	05.12.2020		10.2020	05.12.2020	05.12.2020	0003		D	D	03	A			31		
A	31.12.2020	10.2020	10.2020	01.12.2020	31.12.2020			D	D					31		
A	31.01.2021	11.2020	11.2020	01.01.2021	31.01.2021			D	D					31		
P	28.02.2021	12.2020	12.2020	01.02.2021	28.02.2021			D	D					28		
A	28.02.2021	12.2020		01.02.2021	28.02.2021		CO…	D	D			14	B	13		
A	13.03.2021			13.03.2021	13.03.2021	CO…	CO…	D	D	14	B	14	B	13		
A	26.03.2021			26.03.2021	26.03.2021	0003	0003	D	D	03	A	03	A	26		
A	31.03.2021	01.2021	01.2021	01.03.2021	31.03.2021			D	D					31		
A	30.04.2021	02.2021	02.2021	01.04.2021	30.04.2021			D	D					30		

For all such employees the DDO has to generate the Form16 individually for each employee separately by identifying the last off-cycle correction run date and specifying the same in selection screen.

Print program for form 16

Selections from

Selection

Personnel Number	
Personnel area	
Personnel subarea	
Payroll area	

Other selections

- ○ TAN Number
- ⦿ Company Code   DOPI

User parameters

Taxation Year	2020
Run Date	13.03.2021
Person responsible	
S/D/O	
Designation	
Report Date	
Report Place	
Original Document	☑
Central Govt. Employee	☑
Print Annexure	☑

Output format

🔍 📑 📑 | 🖶 🍴 🍴 | 🔢 📊 | 🗐 🖺 🗃 🗃 🔍 | ▦ 📇 📇 Print Errors Print Form

Tax Form 16

Form 16 Results

Employee No.	From Date	End Date	Employee Name	Employee Designation	PAN Number	Date of birth	G	1st Address Line	2nd Address Line	P
██████	20200301	20210313	██████	PostMan	███████	01.05.1966	████			9

Print Preview, Document 1 of 1

PART B (Annexure)			
Details of Salary paid and any other income and tax deducted	INR	INR	IN
1. Gross salary			
(a) Salary as per provisions contained in sec.17(1)		722424.00	
(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)		0.00	
(c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable)		0.00	
(d) Total			7
(e) Reported total amount of salary received from other employer(s)			
2. Less: Allowance to the extent exempt u/s 10			
(a) Travel concession or assistance under section 10(5)		0.00	
(b) Death-cum-retirement gratuity under section 10(10)		0.00	
(c) Commuted value of pension under section 10(10A)		0.00	
(d) Cash equivalent of leave salary encashment under section 10(10AA)		0.00	

2. **While generating Form16 in bulk there might be processing delayed or time out in fetching data for generation, after multiple trials bulk form16 can be generated successfully.**

*****End of document*****