



# **DIGITALLY SIGNED FORM16**

## **SOFTWARE**

### **2011-12**

**Skorydov Systems Private Limited**  
**708, Tulsiani Chambers,**  
**Nariman Point,**  
**Mumbai-400021**

**E-mail: [assist@skorydov.com](mailto:assist@skorydov.com)**

**Tel: #91-9320546102**

**#91-9320546100**

**Toll Free: 1800 345 6162 / 1800 266 6162**



**myIT**  **etern.com**

# List of contents

1. About the Software
2. Circular by Income-tax Department
3. Process Flow
4. Working of Software – Screen Shots
5. Features
6. Advantages over Present System
7. [Download Digital Form16 Software](#)



# ABOUT THE SOFTWARE

## LEGAL VALIDITY OF DIGITAL FORM 16

# About the software

Issuance of Form16 with physical (ink) signatures is very time consuming for Organizations that have large number of employees

To overcome this problem, the Income-tax Department by its circular No 2/2007 has allowed the Employers to use Digital Signature to sign Form16.

Skorydov is India's first company to provide end to end solution [*Digital Form16 – tax filing solution*] to Companies and its employees.

Skorydov Form16 software can generate Form16 with Part-A generated from NSDL and Part-B in single pdf with digitally signed or entire Form16 and send mail to the employees

# Legal Validity of Digital Form 16

## Option to certify TDS certificates by way of Digital Signatures – Circular under section 119 of the Income-tax Act, 1961

- CIRCULAR NO. 2/2007, dated 21-5-2007
- The provisions of section 203 of the Income-tax Act, 1961 lay down that every person responsible for deduction of tax at source shall furnish a certificate of deduction of tax at source to the deductee specifying therein the amount of the tax deducted and the rate at which the tax has been deducted and other particulars prescribed under rule 31 of the Income-tax Rules, 1962. The relevant Form for such certificate in respect of tax deducted at source from income chargeable under the head “Salaries” is Form No.16.
- 2. Representations have been received in Board to the effect that some companies have a large number of employees and the issuance of certificates of deduction of tax at source with manual signatures is becoming very time consuming. The request, therefore, is that the Department should allow the employers to use their digital signatures to authenticate TDS certificates instead of signing the certificates manually. As the field formations are aware, the requirement of annexing TDS certificates with the return of income has been dispensed with. The TDS certificates are now issued only for the purpose of personal record of the deductees subject to the condition that they may be required to produce the same on demand before the Assessing Officer in terms of section 139C, inserted by the Finance Act, 2007. The TDS claim made in the return of income is also required to be matched with the e-TDS returns furnished by the deductors. Assessing Officers may, if considered necessary, also write to the deductors for verification of the correctness of the taxes deducted or other particulars mentioned in the certificate.
- 3. Digital signatures are being used to authenticate most of the e-commerce transactions on the internet. The transmission of information using digital signatures is failsafe. The Central Board of Direct Taxes have, therefore, in exercise of powers under section 119 of the Income-tax Act, 1961, decided for the proper administration of this Act to allow the deductors, at their option, in respect of the tax to be deducted at source from income chargeable under the head “Salaries” to use their digital signatures to authenticate the certificates of deduction of tax at source in Form No.16. The deductors will have to ensure that TDS certificates in Form No.16 bearing digital signatures have a control No. with log to be maintained by the employer (deductor). The deductor will ensure that its TAN and the PAN of the employee are correctly mentioned in such Form No.16 issued with digital signatures. The deductors will also ensure that once the certificates are digitally signed, the contents of the certificates are not amenable to change by anyone. The income-tax authorities shall treat such certificate with digital signatures as a certificate issued in accordance with rule 31 of the Income-tax Rules, 1962.
- [F. No.142/6/2007-TPL]



# Process Flow

Download text files from TAN login and generate Form16 Part-A from NSDL utility.

Create a new Company in the Software and Import Payroll data. (Data can be imported from Text File / SAP® data/ MS Excel® data (Template provided)

Select the path of NSDL Form16 Part-A pdf folder.

**Generate & Digitally Sign Form16 – Single Click!**

Generating and signing of Form 16 is a single click process. Software merge the Part-A generated from NSDL with Part-B salary details in a single digitally signed Form16 pdf.

**Email Form 16 to Employees – Automatically!**

- Form 16 can be Emailed to the employees from within the software. Employees who do not have emails can be given a print out or a website login (provided by myITreturn.com) from where they can download their Form16.

# Detail Process Flow for Form16

[Click for detail process flow for Form16](#)





**PROCESS TO GENERATE DIGITALLY SIGNED  
FORM16** *(WITH PART A & PART B).*



# Form 16(Part-A) from NSDL

- Form16 Part-A can be generate from the TIN-NSDL.
- Download text files quarterly for Form16 Part-A from TAN login at [www.tin.nsd.com](http://www.tin.nsd.com).
- Download utility to generate Form16 Part-A from TAN Login .
- Generate Form16 Part-A with manual Signature .



# Login in TAN Account

**Tax Information Network**  
*of Income Tax Department*

## LOGIN

User Id

Password

TAN

Users have to provide User Id, Password and TAN. Click submit to login

Note: All the above fields are mandatory.

[Reset Password](#)

[Forgot Password?](#)

In case you have not registered your TAN, [click here to register](#).

# Request for Form 16 file

**Tax Information Network**  
of Income Tax Department

TDS/TCS    Form 15CA    Update Profile    TDS Certificate    Defaults    View BIN    Downloads    Log-Off    User:S

- Request Form 16A
- Request Form 16
- Download PDF Converter

Click to request files for Form 16 F.Y. 2011-12

Common verification procedure for TDS Certificate / Form 16A file / Default details  
Defaults on account of short deduction, short deduction, if any are available under the menu "Defaults"

Count of statements containing defaults : 13  
Count of unread defaults : 10

© Copyright 2010 | National Securities Depository Limited (NSDL).

# Selection of Quarter and F.Y

Provide statement details for which file required

Provisional Receipt Number of accepted Regular statement

Select Quarter and Financial Year from the drop down and Click Submit.

Quarter

Financial Year

Submit

Form 16 files can be requested for the period for which TDS/TCS statement has been successfully accepted at the TIN central system.

Please check status of TDS/TCS statement at the TIN website under 'Quarterly Statement Status' view.

**Note:**

1) All above fields are mandatory.

© Copyright 2010 | National Securities Depository Limited (NSDL).



# Guidelines to request Form 16 file

Verification details:

- To request for the Form 16 file, provide the following updated details (corrected details, if any correction statement is submitted and accepted) of the TDS statement for the quarter for which file is required:
  - challan/transfer voucher and
  - deductee details
- If statements for Form 24Q are filed for the period of request of Form 16 (example, request for F.Y. 2011-12, Q4), provide details pertaining to any one statement.

Example: if challan / transfer voucher details are provided for Form 24Q, deductee details also should be provided of Form 24Q only.

Question No 1.

- Provide details of any one challan / transfer voucher as reported in the TDS statement for the quarter.



# Guidelines to request Form 16 file

## Question No. 2

- Provide details of any three distinct deductee records (valid PAN and corresponding deducted amount) present in the TDS/TCS statement.

It is not necessary to mention deductee details associated to the challan / transfer voucher provided in question no.1.

Example:

PAN and Amount of Tax deducted to be quoted when Count of Deductee records is more than 3 in the TDS/TCS return					
Sr. No.	PAN of Deductee	PAN with multiple records with same deducted amount		PAN with multiple records with different deducted amount	
		Amount of Tax deducted	To be quoted	Amount of Tax deducted	To be quoted
1	BJDPS4564B	1000.00		1,000.00	
2	BJDPS4564B	1000.00		4,000.00	
3	BJDPS4564B	1000.00		5,500.00	
4	ADAPR1234B	2500.00		2,500.00	
5	BATPS1448G	3000.00		3,000.00	

Any of the ticked details can be mentioned during verification

*In case of multiple entries for a PAN in TDS/TCS return, individual amount for a record is to be quoted not the sum total of amount deducted for that PAN.*



# Guidelines to request Form 16 file

– If distinct deductee detail record in the quarter is less than three then provide available distinct combination of valid PAN of deductee and corresponding deducted amount.

*For example:*

PAN and Amount of Tax deducted to be quoted when Count of Deductee records is equal to or less than 3 (different PAN and deducted amount)			
Sr No	PAN of Deductee	PAN with multiple records same deducted amount	
		Amount of Tax deducted	To be quoted
1	BJDPS4564B	1000.00	
2	ADAPR1234B	2500.00	
3	BATPS1448G	3000.00	

PAN and Amount of Tax deducted to be quoted when Count of Deductee records equal to or less than 3 (same PAN and deducted amount)**			
Sr No	PAN of Deductee	PAN with multiple records different deducted amount	
		Amount of Tax deducted	To be quoted
1	BJDPS4564B	1000.00	
2	BJDPS4564B	1000.00	
3	BJDPS4564B	1000.00	

\*\*You may mention all three transactions or only one



# Verification details of Challan

Provide details for verification corresponding to above statement

Provide updated details (corrected details, if correction statement is accepted). If no correction statement is filed or accepted provide details present in the regular statement

Mention any one challan / transfer voucher details

Bank Branch (BSR) Code / 24G Receipt No.

Challan Serial Number / Transfer Voucher Number / DDO Serial Number

Date of Deposit (DD/MM/YYYY)

Challan Deposit / Transfer Voucher Amount (₹)


Provide details of any one challan / transfer voucher present in the TDS/TCS statement.





# PAN Corresponding amount Details

**Provide three distinct PAN and corresponding deducted / collected amount**

**If distinct deductee detail record in the statement is less than 3 then provide available distinct combination of PAN of deductee and corresponding deducted amount**

Sr. No.	PAN of deductee/collectee	Deducted/Collected Amount ( ₹ )
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

Submit

**Provide details of any three distinct deductee records (PAN and corresponding deducted amount) present in the TDS/TCS statement, i.e. it is not required to mention deductee details which are associated to the challan / transfer voucher provided.**

**If distinct deductee details record in the statement is less than three then provide available distinct combination of PAN of deductee and corresponding deducted amount**

# Reference Number to download

TDS/TCS   Form 15CA   Update Profile   View BIN   Form16A   Defaults   Downloads   Log-Off

Your request for 'Form 16' has been generated successfully vide reference no. 858-1.  
Download the file(s) from 'Downloads' menu.

After successful verification, reference number is generated and the Form 16 file is e-mailed to the user within 48 hours on the e-mail ID provided at the time of TAN registration and available for download under the options 'Downloads'.



# Download option of Form16 files

**Tax Information Network**  
of Income Tax Department

TDS/TCS   Form 15CA   Update Profile   TDS Certificate   Defaults   View BIN   Downloads   Log-Off   User:

Welcome to Tax Information Network

Common verification procedure for request of Consolidated file / Form 16A file / Default details Defaults on account of short deduction, short payment or late payment, if any are available under menu "Defaults"

View Status/Download - All  
View/Download by Date/Ref. no

After successful verification and generation of request number Form 16 file is available for download under the options 'Downloads'.

View Status/Download All – Displays all the files requested by the Deductor

View/Download by Date/Ref no – Deductor can search Form 16 files for which request was placed on the basis of the date or Ref no.



# Download Text Files

## Tax Information Network of Income Tax Department

Tax Information Network of Income Tax Department									
TDS/TCS    Form 15CA    Update Profile    TDS Certificate    Defaults    View BIN    Downloads    Log-Off    ser: _____									
Sr. No.	Date of Request	Reference No.	Financial Year	Quarter	Form Type	File requested	Count of files available for download	Email status	File Download Status
1	17/03/2012	2246316	2011-12	Q1	24Q	Form 16	1	Mail sent successfully	<a href="#">Click here to download</a>
2	17/03/2012	2246316	2011-12	Q2	24Q	Form 16	1	Mail sent successfully	<a href="#">Click here to download</a>
3	17/03/2012	2246114	2011-12	Q3	24Q	Form 16	1	Mail sent successfully	<a href="#">Click here to download</a>

Form 16 files can be downloaded from the link provided above for Form 16 files generated successfully.



# Form 16 Text File

- On successful request, Form 16 text file (in compressed format .zip) will be sent on the registered email ID provided in the TAN account within 48 hours.
- Form 16 text file will also be available for download under the option
- If Form 16 file is greater than 2 MB after zipping, then the Form 16 zip files will be sent in multiple files of 2 MB.
- In order to convert the text file into PDF, user has to download PDF Converter Utility from the TAN account.



# Form 16(Part-A) Generation Utility

TDS/TCS	Form 15CA	Update Profile	Form16A	Defaults	View BIN	Log-Off
			<a href="#">Form16A File Request</a> <a href="#">Download PDF Converter</a> <a href="#">File Status/Download Form 16A File</a>			

Form 16A is a TDS certificate which is prepared and issued by the deductor, Financial Year 2010-11 onwards.

Form 16A will be sent on registered e-mail ID and will be available for download on successful confirmation of KYC for the particular Financial Year and Quarter. The nomenclature of the file will be TAN\_AY\_Quarter\_Form 16A Reference Number\_Part of file\_of\_Part of file.

For example: MUMA12345E\_201112\_Q1\_FORM\_16A\_0000001717\_0001\_OF\_0001.zip

In case transactions are large in numbers, it may not be possible to incorporate it in a single file. In such case, it will be split into parts owing to restriction of e-mail size and multiple files will be available for download as well.

The zip file is password protected, to open the file please use your TAN Registration Number.

[Click here to download PDF converter utility \(To convert Form 16 text file to PDF file\).](#)

Utility once downloaded can be used for converting PDF file as and when required for all future files.

The 'Form 16A PDF Converter Utility' is a Java based utility. JRE (Java Run-time Environment) [versions: SUN JRE: **1.6 and above** ] should be installed on the computer where the Form 16A PDF Converter is being installed. Java is freely downloadable from <http://java.sun.com> and <http://www.ibm.com/developerworks/java/jdk> or you can ask your vendor providing computer facilities (hardware) to install the same for you.

**Procedure to convert zip file to PDF file:**

- The following software can be used for extraction of zip files:
  - WinZip version 9.0 and above
  - WinRAR version 3.90 and above

Click to download PDF Converter Utility.



# Save exe file of PDF converter

[Click here to download PDF converter utility \(To convert Form 16 text file to PDF file\).](#)



e downloaded can be used for convert

16A PDF Converter Utility' is a Java based utility. JRE (Java Run-time Environment) [versions: SUN JRE: [1.4.2\\_02](#) or [1.4.2\\_03](#) or [1.4.2\\_04](#) o should be installed on the computer where the Form 16A PDF Converter is being installed. Java is freely downloadable from <http://java.s> <http://www.ibm.com/developerworks/java/jdk> or you can ask your vendor providing computer facilities (hardware) to install the same fc

# Generate Form 16 Part-A with Manual Signature

**Form 16 PDF Converter Utility Version 1.3**

Form16 Input File Name with Path: Q1\_FORM\_16\_0000078372\_0001\_OF\_0001.txt

Form 16. PDF File Path: C:\Documents and Settings\baidyanaths\Desktop

**Select option to sign Form 16**

Digital Signature (DSC)  Manual Signature

**Provide Details to be Printed on Form 16**

Full Name: Baidyanath Sahoo Designation: Assistant Manager

Father's Name: B N Sahoo

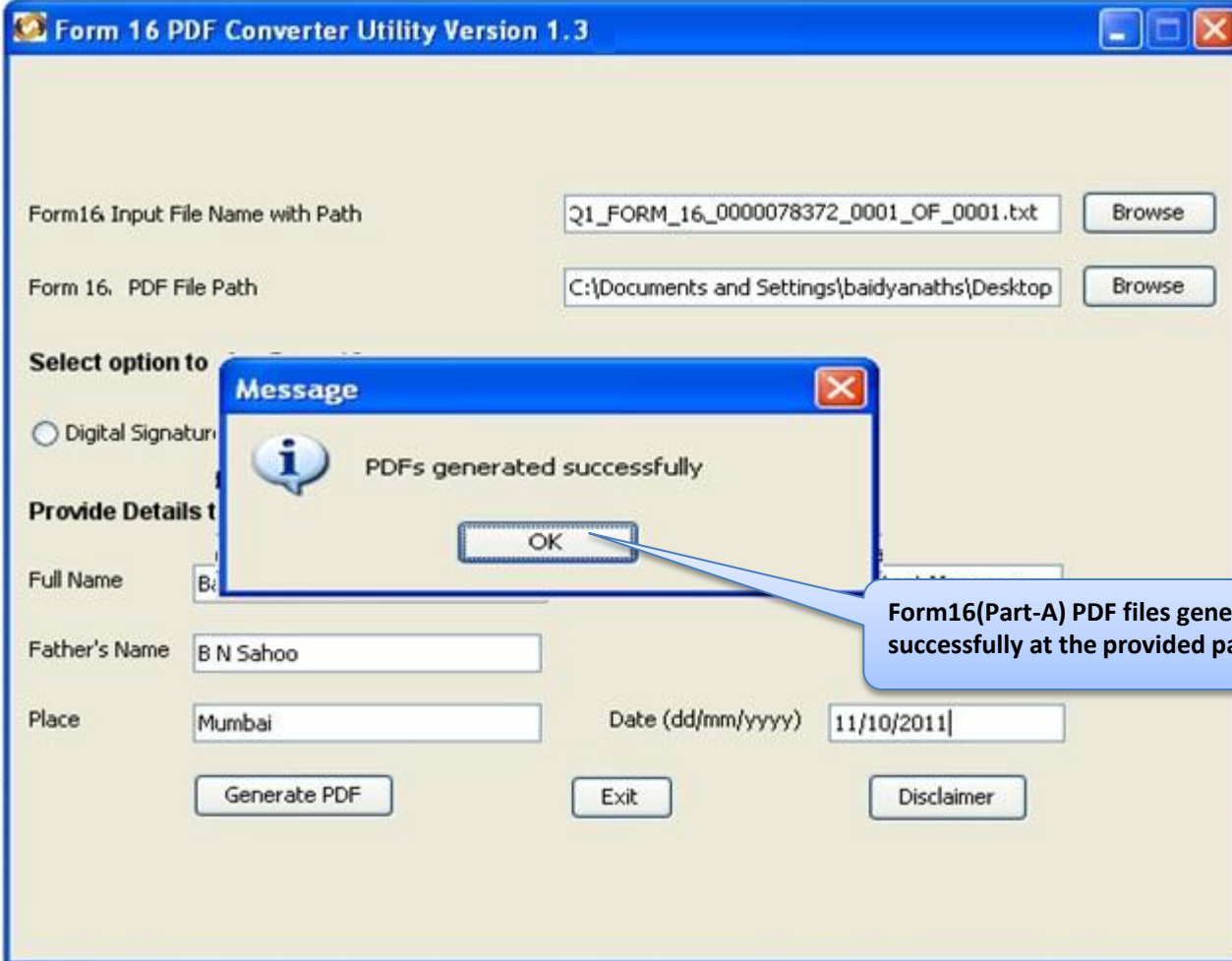
Place: Mumbai Date (dd/mm/yyyy): 11/10/2011

**Callout Boxes:**

- Browse and select Input file Form 16 text file received from TIN website.
- Browse and select Output file path to generate Form 16 PDF file.
- Select 'manual signature' to generate Form 16 (Part-A).
- Click to generate Part-A PDF.



# Successful generation of Part-A PDFs



The screenshot displays the 'Form 16 PDF Converter Utility Version 1.3' window. The interface includes the following elements:

- Form16 Input File Name with Path:** Q1\_FORM\_16\_0000078372\_0001\_OF\_0001.txt (with a 'Browse' button)
- Form 16. PDF File Path:** C:\Documents and Settings\baidyanaths\Desktop (with a 'Browse' button)
- Select option to:**  Digital Signatur
- Provide Details t:**
  - Full Name:** B N Sahoo
  - Father's Name:** B N Sahoo
  - Place:** Mumbai
  - Date (dd/mm/yyyy):** 11/10/2011
- Buttons:** Generate PDF, Exit, Disclaimer

A 'Message' dialog box is overlaid on the main window, displaying an information icon and the text: 'PDFs generated successfully'. An 'OK' button is visible in the dialog box. A blue callout bubble points to the 'OK' button with the text: 'Form16(Part-A) PDF files generated successfully at the provided path'.

# Form 16 Part-A PDF Nomenclature

- Form 16 PDF will be generated in a folder.
- Nomenclature of the folder: TAN\_Form16\_FY\_Quarter\_date of PDF conversion.  
*For example: AGRA10001E\_FORM16\_2011-12\_Q1\_20-06-2011*
- Form 16 PDF will be generated PAN wise.
- Nomenclature of PDF: PAN\_Form16\_2011-12\_Quarter.pdf  
*For example: AAACA1924F\_FORM16\_2011-12\_Q1.pdf*
- Form 16 file is generated for valid PANs only.
- For deductee records with invalid PANs or PAN which are not present in the Income Tax Department database, PDF will not be generated.
- PAN wise summary file is generated which contains amount of tax deducted and deposited along with PAN Name.

# Generate Form16 with NSDL Part-A & Part-B(salary details)

Skorydov Digital Form16 - [Home]

Home Import Data Verify Data Generate F16 Distribute F16 Help

This screen allows you to add/update organisation details, view summary, locate remote organisation database and win exciting prizes.

Organisation Details

Select

Assessment Year: AY:2012-13 (FY:2011-12)

Organisation: [Dropdown]

Add Organisation Select Location...

Click Add Organisation

Organisation Details

Win Prizes Summary Deductor Details Images

Introduction

Thank you for trying Skorydov Digitally signed Form16 software. Over the years Skorydov has been the pioneer in Tax and Compliance solutions offering cutting edge solutions to Government, Corporate, Professionals and Individuals.

This time we are offering a brand new solution for companies and professionals - Digitally signed Form16. A software that will help you generate Form 16 from SAP, Oracle, Text File, MS Excel File or even NSDL FVU files. This solution is also unique as it offers end to end solution for importing, generating and emailing Form 16 - all in one software.

What's more! It is free. Why? We have helped save over 600 Trees, 2644.00 metric tons CO2, 10,000 Liters of gas in the last year by helping some of the largest employers in the country to Generate digitally signed Form 16. Now, we wish to save more. We have a target to generate over 25 lakh forms this year thus saving over 1200 trees and for this we will need your help. This is our way to contribute to planet Earth.

The software is easy to use and incorporates features used by leading companies in India. If you have any problem in generating the Forms then please see the 'About

The software meets the guidelines issued by the Income-tax Dept. [Read Circular](#)

Generated Form16 digitally. Now win free gifts and prizes. [Win Prizes...](#)

Have you told your friends about this software?

myITreturn.com

Ready Version: 11.0.1.0

# Add Organization

Skorydov Digital Form16 - [Home]

Home Import Data Verify Data Generate F16 Distribute F16 Help

This screen allows you to add/update organisation details, view summary, locate remote organisation database and win exciting prizes.

Organisation Details

Select

Assessment Year: AY:2012-13 (FY:2011-12)

Organisation: SKORYDOV SYSTEMS PRIVATE LIMITED

Add Organisation [Select Location...](#)

Organisation Details

Win Prizes Summary Deductor Details Images

**Deductor Details**

Name of Deductor: SKORYDOV SYSTEMS PRIVATE LIMITED

TAN: \* MUMS27065D PAN: \* AAEC52519R

Address 1: \* 711

Address 2: 7TH FLOOR TULSIANI CHAMBE

Address 3:

Address 4: NARIMAN POINT

City: \* MUMBAI

State: \* MAHARASHTRA Pincodes: \* 400021

E-Mail ID:

CIT Address:

**Receipt Numbers**

Mention the Receipt Numbers (NOT the acknowledgment numbers). You can get these numbers from <http://tin.nsdl.com>

Receipt Number of Q1: IQZXXGCF

Receipt Number of Q2: IQZXXNIE

Receipt Number of Q3: IQZXXYNG

Receipt Number of Q4: SWDEFRGT

**Responsible Person Details**

Name of Person: Dileep Singh

Designation: Manager

Father's Name: D Singh

Enter details of Organisation

Click Save to Add Organisation details

Save

Ready

SKORYDOV SYSTEMS PRIVATE LIMITED [AY:2012-13 (FY:2011-12)] | Version: 11.0.1.0

# Choose Excel /text/FVU file

The screenshot displays the 'Skorydov Digital Form16 - [Import From MS Excel]' window. The top navigation bar includes icons for Home, Import Data (highlighted with a red box), Verify Data, Generate F16, and Distribute F16, along with a Help icon. Below the navigation bar, a yellow banner states: 'This screen allows you to import data from MS Excel Template provided by the software'.

The main content area is titled 'Choose MS Excel Template' and contains the following elements:

- A text field showing the file path: 'C:\Users\Skorydov\Desktop\F16\Saakar Sir File.xls'. A red dashed box highlights the 'Browse...' button next to it.
- A dropdown menu for 'Choose MS Excel Sheet' set to 'F16\$'.
- A dropdown menu for 'Choose Table To Import into' set to 'Form16 Details'.
- A yellow button labeled 'Show MS Excel Data'.
- A blue callout bubble pointing to the 'Browse...' button with the text: 'Brows the file to Import data'.
- An 'Important:' section with a yellow background: 'Make sure that your Employee Serial Number for each employee is mentioned correctly. Failure to mention Employee Serial Number will not create the Form 16.'
- An 'MS Excel Template:' section with a yellow background: 'If you do not have a MS Excel with your employees data, then click the link below to use a readymade template. Enter the data in this template and then import the 'excel template with data' to create Form 16.' Below this text is a blue link: 'Create MS Excel Template...'.

The status bar at the bottom shows 'Ready' on the left and 'SKORYDOV SYSTEMS PRIVATE LIMITED [AY:2012-13 (FY:2011-12)] | Version: 11.0.1.0' on the right.

# Import Data

Skorydov Digital Form16 - [Import From MS Excel]

Home Import Data Verify Data Generate F16 Distribute F16 Help

This screen allows you to import data from MS Excel Template provided by the software

Choose MS Excel Template  
 C:\Users\Skorydov\Desktop\F16\Sample Data.xls

Choose MS Excel Sheet: F16\$

Choose Table To Import into: Form16 Details

**Important:**  
 Make sure that your Employee Serial Number for each employee is mentioned correctly. Failure to mention Employee Serial Number will not create the Form16.

**MS Excel Template:**  
 If you do not have a MS Excel with your employees data, then click the link below to use a readymade template.  
 Enter the data in this template and then import the 'excel template with data' to create Form16.  
[Create MS Excel Template...](#)

View and Import

	Employee_Serial_N	Employee_PAN	First_Name	Middle_Name	Last_Name	Full_Name	Fathers_Name	Form16_Date	Form16_Number	Email_Address	Date_of_Birth	Employee_Address	Emplo
▶	10002820	CHEPS7263R				Ram Kumar							
	10003081	BEDPR0185G				Pramod Sharma							
	10003531	BCJPG2929L				Veer Singh							
	10003603	BCPPH1715H				Kamal Kumar							
	10004848	BBKPC0197J				Prakesh Kumar							
	10006579	BOLPK1182Q				Jay Kumar							
	10006619	BHNPM9997R				Amit Kumar							
	10007099	BCJPB7807Q				J K Pandey							
	10007384	BJKPD7898J				Rahul Dev							
	10008308	CCGPP6281D				Harish Vema							

Overwrite Existing Records

Ready

Click Start Import to import the data in software database

SKORYDOV SYSTEMS PRIVATE LIMITED [AY:2012-13 (FY:2011-12)] | Version: 11.0.1.0

# Create Form16

Skorydov Digital Form16 - [Create Form 16]

Home Import Data Verify Data Generate F16 Distribute F16 Help

This screen allows you to generate digitally signed form16 and creates report which can be submitted to IT Department.

Filter Database  
Filter  Form 16 Not Generated  [What is Batch Filter?](#)

Select	Employee_Serial_Number	Employee_PAN	Full_Name	Form16_Number	Form16_Created
<input checked="" type="checkbox"/>	10002820	CHEPS7263R	Ram Kumar		
<input checked="" type="checkbox"/>	10003081	BEDPR0185G	Pramod Shama		
<input checked="" type="checkbox"/>	10003531	BCJPG2929L	Veer Singh		
<input checked="" type="checkbox"/>	10003603	BCPPH1715H	Kamal Kumar		
<input checked="" type="checkbox"/>	10004848	BBKPC0197J	Prakesh Kumar		
<input checked="" type="checkbox"/>	10006579	BOLPK1182Q	Jay Kumar		
<input checked="" type="checkbox"/>	10006619	BHNPM9997R	Amit Kumar		
<input checked="" type="checkbox"/>	10007099	BCJPB7807Q	J K Pandey		
<input checked="" type="checkbox"/>	10007384	BJKPD7898J	Rahul Dev		
<input checked="" type="checkbox"/>	10008308	CCGPP6281D	Harish Vema		

10 / 10 record(s) (For optimum performance select atleast 500 records at a time for regular generation and 10,000 records for turbo generation.)

Select Options  
 Select All [Toggle Selection](#)  
 Select   record(s)

Ready SKORYDOV SYSTEMS PRIVATE LIMITED [AY:2012-13 (FY:2011-12)] | Version: 11.0.1.0

Click Create Form16 to generate Form 16 with part-A and part-B in one pdf.

# Options

Configure your Form 16

Skorydov®

**Form-16 Options**

Creation options

- Sign forms with a Digital Signature
- Append / Insert NSDL Generated Form 16
- Create Form 12 BA
- Salary details
  - As Annexure  As a table in Form 16
  - Create 17(1)
  - Create Exempt u/s 10 And 17(2)
- Show Gross Amount 80C Details
- Show Deductible Amount 80C Details
- Show logo in all pages

Other sections under Chapter VI-A

- 80G (Donation)  Create Donation Certificate
- 80GG (Rent paid but HRA not received)

Version: 5.5.0.0

< Back   Next >   Cancel

Select the options to generate Form16 with NSDL Part-A or un-check for entire Form16.



# Choose Digital signature

Configure your Form 16

Skorydov®

**Form-16 Options**

Choose Signature

Use certificate from system certificate store:  
 Use certificate from file: (.pfx file)

	IssuedTo	Issued By	Expiration
▶	ThisBookShop Test	ThisBookShop Test	ThisBookShop

Show signature on all pages  
Employee Code of Authorised Signatory   
 Do not create digitally signed form16 for the above employee  
An employee can not sign his own form

Version: 5.5.0.0

< Back   Next >   Cancel

Select digital signature to sign Form16

# Add Password

Configure your Form 16

Skorydov®

**Form-16 Options**

Reason for Signing and Password protect PDF

Reason for Signing  
I am the authorised signatory for Form 16

Add password for all Form16 generated

Select a field to set password  
PAN  
PAN  
Date of Birth  
Employee Serial Number  
Security Field

Select name for output PDF

Allow Printing Form16  Print Security BarCode

Page Footer Name  
myITreturn.com

Version: 5.5.0.0

< Back Next > Cancel

Select option to set password for Form16

# Choose location of NSDL Form16 Part-A and to save Form16

Configure your Form 16

Skorydov®

**Form-16 Options**

Form16 Location

Choose Path To Save Unsigned Form16  
C:\Skorydov Browse...

Delete Unsigned Form16

Choose Path To Save Signed Form16  
C:\Users\Skorydov\Desktop Browse...

Select Path where NSDL generated Form 16 are stored  
Choose the location where you have saved the NSDL generated Form 16  
C:\Users\Skorydov\Desktop\F16\Manual Sign\Testing Form Browse...

Append Dynamic PDF files before signing  
Browse...

Attach files matching the below nomenclature

	Prefix	Suffix	Extension
<input type="checkbox"/>			.pdf

Version: 5.5.0.0

< Back Next > Cancel

Select location to  
Save Form16


Select location of  
generated NSDL  
Form16 Part-A .

# Creating Form16

Configure your Form 16

Skorydov®

Form-16 Options



Skorydov

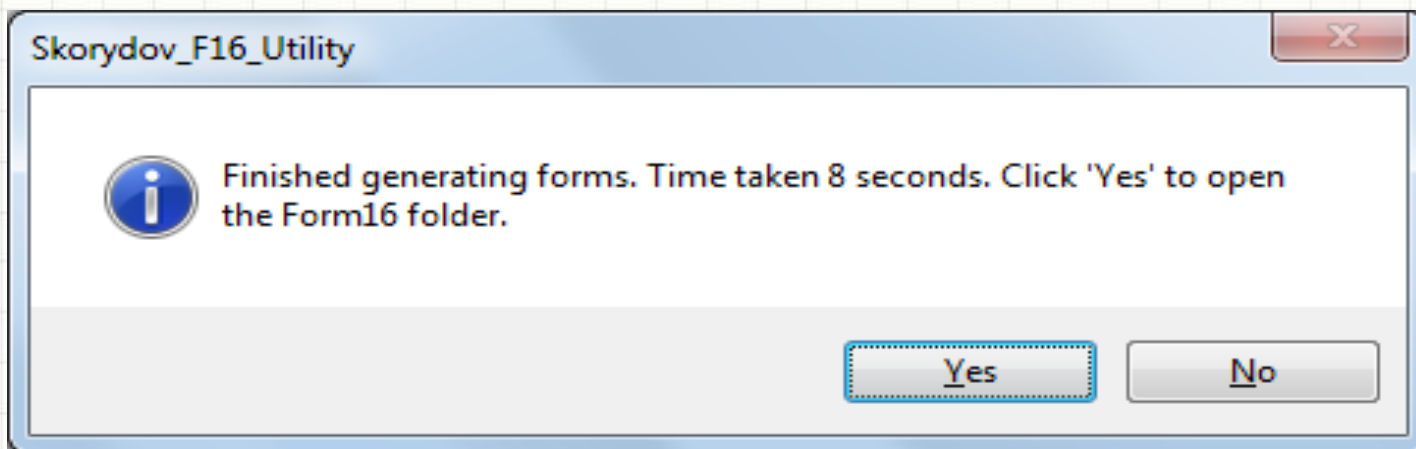
Processing

Signing F16 ...

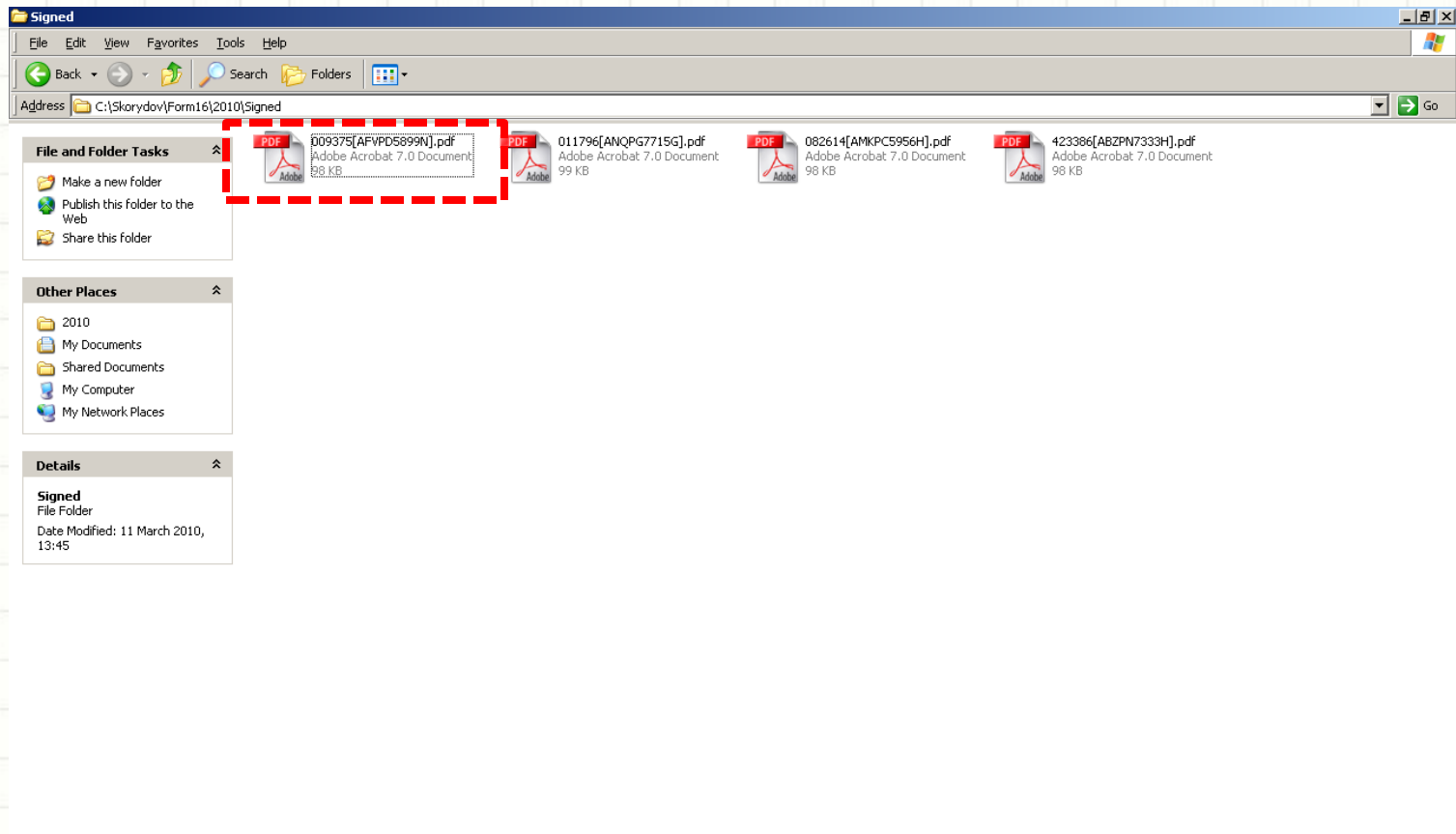
Header	Value
Present Record	0
Total Records	1
Start Time	04:16:03 PM
Time Left	Processing...
Expected End Time	Processing...
Time Elapsed	Processing...

Version: 5.5.0.0

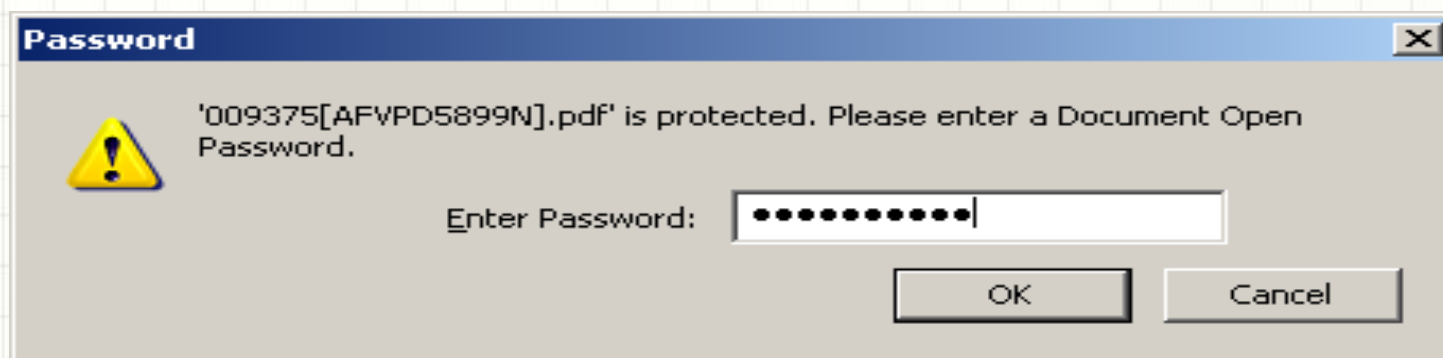
# Form16 Generated



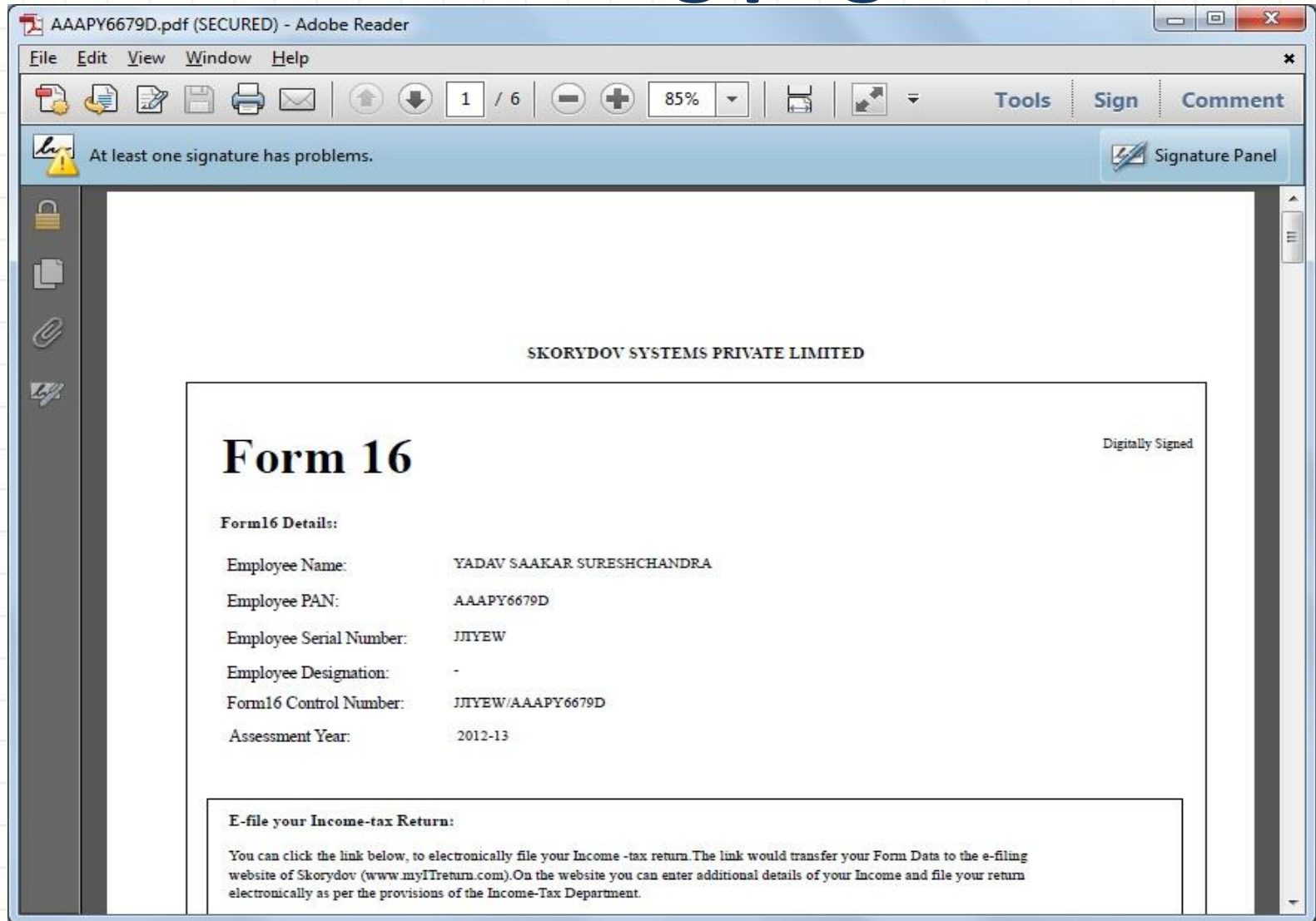
# Folder where all Form16 resides



# Password protected Form16



# Covering page





# Digital Signature on Form16

Digitally Signed by	: DILEEP SINGH
Digital Signature Certificate issued by	: MTNL TRUSTLINE CLASS 2 INDIVIDUAL SUBSCRIBER (SUB CA 01)
Serial Number of DSC	: 288
Number of pages	: 5 (including this page)

 Inside the red dashed box, the signature details are repeated: 'Dileep Singh', '2019.12.12 12:29', 'Signer: C2=Dileep Singh, CN=Dileep Singh, O=mtnlTrustLine Enterprise Subscriber'. At the bottom left of the document area is 'myITreturn.com' and at the bottom right is 'YADAV SAAKAR SURESHCHANDRA-JJIYEW'.

# Form16 (NSDL Part-A)

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

At least one signature has problems. Signature Panel

Tax Information Network of Income Tax Department Certificate No.: JJIYEW  
Last Updated 17/01/2012

**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

Name and address of the Employer		Name and address of the Employee		
SKORYDOV SYSTEMS PRIVATE LIMITED 711 7TH FLOOR TULSIANI CHAMBERS, NARIMAN POINT, MUMBAI MAHARASHTRA 400021		YADAV SAAKAR SURESHCHANDRA 9 SHARADA SANKUL, COLLEGE ROAD, NASHIK MAHARASHTRA 422005		
Note : Name and address is as present in Income Tax PAN database. Apply for PAN change request to update details.				
PAN of the Employer	TAN of the Employer	PAN of the Employee		
AAECS2519R	MUMS27065D	AAAPY6679D		
CIT (TDS)		Assessment Year	Period	
The Commissioner of Income Tax (TDS) Room No. 900A, 9th Floor K. G. Mittal Ayurvedic Hospital Building Charni Road Mumbai 400002		2012-13	From To 01/04/2011 31/03/2012	
Summary of Tax Deducted at Source				
Quarter	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of section 200	Amount of tax deducted in respect of the employee (₹)	Amount of tax deposited/ remitted in respect of the employee (₹)	Status of Booking
Q1	IQZXXGCF	2,08,161.00	2,08,161.00	MATCHED
Q2	IQZXXNIE	2,08,161.00	2,08,161.00	MATCHED
Q3	IQZXXYNG	2,08,161.00	2,08,161.00	MATCHED
Total		6,24,483.00	6,24,483.00	
Verification				
I, Dileep Singh, son/daughter of D Singh working in the capacity of Manager (designation) do hereby certify that a sum of (₹) 6,24,483.00 [Rupees Six				

# Form16 Part-B Salary and Deduction Details

AAAPV6679D.pdf (SECURED) - Adobe Reader  
File Edit View Window Help

Tools Sign Comment

At least one signature has problems. Signature Panel

Part B

Details of Salary paid and any other Income and tax deducted	Rs.	Rs.	Rs.
1. GROSS SALARY (As per enclosed annexure)			
(a) Salary as per provisions contained in section 17(1)	2,796,736.56		
(b) Value of perquisites under section 17(2) (as per Form No: 12BA, wherever applicable)	18,953.34		
(c) Profits in lieu of salary under section 17(3) (as per Form No: 12BA, wherever applicable)	0.00		
Total		2,815,689.90	
2. Less : Allowance to the extent exempt u/s 10 (As per enclosed annexure)		26,470.00	
3. Balance (1-2)		2,789,219.90	
4. DEDUCTIONS :			
(a) Entertainment Allowance	0.00		
(b) Tax on Employment	2,500.00		
5. Aggregate of 4 (a) and (b)		2500.00	
6. INCOME CHARGEABLE UNDER THE HEAD 'SALARIES' ( 3-5 )			2,786,719.90
7. Add : Any other income reported by the employee			
(a) Income under the Head 'Income from House Property'		0.00	
			0.00

# Chapter VIA Details

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment

At least one signature has problems. Signature Panel

				0.00
8. GROSS TOTAL INCOME ( 6+7)				2,786,719.90
9. DEDUCTIONS UNDER CHAPTER VI-A				
(A) Sections 80C, 80CCC & 80CCD				
(a) Section 80C		Gross Amount	Deductible Amount	
Payment towards Life Insurance Policy		21910.00	21910.00	
Contribution to ULIP		170226.00	170226.00	
Interest on NSC VIII issue		70000.00	70000.00	
Subscription to approved mutual fund (Infrastructu		14760.00	14760.00	
(b) Section 80CCC		0.00	0.00	
(c) Section 80CCD(1)		0.00	0.00	
(d) Section 80CCD(2)		0.00	0.00	
<b>Total of (a) + (b) + (c) + (d)</b>			<b>100,000.00</b>	
Note:	1. Aggregate amount deductible under section 80C shall not exceed one lakh rupees.			
	2. Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD(1) shall not exceed one lakh rupees.			
(B) Other Sections under Chapter VI-A				
(a) 80 CCF Infrastructure Bonds	20000.00	20000.00	20000.00	
(b) 80 D Medical Claim	29,615.85	29,000.38	29,000.38	
(c) 80 DD Handicapped Dependents	0.00	0.00	0.00	
(d) 80 DDB Medical Expenses, Chronic Diseases	0.00	0.00	0.00	
(e) 80 E Interest on Loan taken for Higher Education	0.00	0.00	0.00	
(f) 80 U Permanent Physical disability	0.00	0.00	0.00	
(g) 80 G Donation	0.00	0.00	0.00	
(h) 80 GG Rent paid(HRA not received)	0.00	0.00	0.00	
			49000.38	
10. Aggregate of deductible amounts under chapter VI-A				149000.38

# TDS Break up (NSDL Annexure B)

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

At least one signature has problems. Signature Panel

1. In the column for TDS, give total amount for TDS, Surcharge (if applicable) and education cess.

**ANNEXURE – B**

**DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN**

(The Employer to provide payment wise details of tax deducted and deposited with respect to the employee)

Sr. no.	Tax Deposited in respect on of the employee ( ₹ )	Challan Identification Number (CIN)			Status of Booking
		BSR code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number	
1	69,387.00	0510308	13/07/2011	54628	MATCHED
2	69,387.00	0510308	13/07/2011	54620	MATCHED
3	69,387.00	0510308	13/07/2011	54607	MATCHED
4	69,387.00	0510308	10/08/2011	52807	MATCHED
5	69,387.00	0510308	09/09/2011	55193	MATCHED
6	69,387.00	6390340	07/10/2011	14194	MATCHED
7	69,387.00	6390340	08/12/2011	16938	MATCHED
8	69,387.00	6390340	08/12/2011	16938	MATCHED
9	69,387.00	6390340	06/01/2012	11083	MATCHED
<b>Total ( ₹ )</b>	<b>6,24,483.00</b>				

Note:

1. In the column for TDS, give total amount for TDS, Surcharge (if applicable) and education cess.

8.26 x 11.69 in

# Perquisite Details

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment

At least one signature has problems. Signature Panel

**FORM NO. 12BA**  
{See Rule 26A(2)(B)}

**Statement showing particulars of perquisites, other fringe benefits or amenities and profits in lieu of salary with value thereof**

1. Name and Address of the Employer : SKORYDOV SYSTEMS PRIVATE LIMITED  
711,7TH FLOOR TULSIANI  
CHAMBE,MUMBAI,MAHARASHTRA,400021

2. TAN : MUMS27065D

3. TDS Assessment Range of the Employer :

4. Name of Employee : YADAV SAAKAR SURESHCHANDRA

Designation :  
PAN : AAAPY6679D

5. Is the Employee a Director or a person with substantial interest in the company (Where the employer is a company) : No

6. Income under the Head "Salaries" of the Employee (Other than from perquisites) : 2,767,766.56

7. Financial Year : 2011-12

8. Valuation of perquisites

Sl. No	Nature of perquisite	Value of perquisite as per rules(Rs.)	Amount,if any, recovered from employee(Rs.)	Amount of Taxable perquisite(Rs.)
(1)	Accommodation	0.00	0.00	0.00
(2)	Cars/Other automotive	15,600.00	0.00	15,600.00
(3)	Sweeper,gardener,watchman or personal attendant	0.00	0.00	0.00
(4)	Gas,electricity,water	0.00	0.00	0.00
(5)	Interest free or concessional loans	0.00	0.00	0.00

8.26 x 11.68 in

# Perquisite Details (Contd...)

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment

At least one signature has problems. Signature Panel

(9)	Free Education	0.00	0.00	0.00
(10)	Gifts, vouchers, etc.	0.00	0.00	0.00
(11)	Credit card expenses	0.00	0.00	0.00
(12)	Club expenses	0.00	0.00	0.00
(13)	Use of movable assets by employees	0.00	0.00	0.00
(14)	Transfer of assets to employees	0.00	0.00	0.00
(15)	Value of any other benefit/amenity/service/privilege	311.34	0.00	311.34
(16)	Stock Options (ESOS Perquisites)	3,042.00	0.00	3,042.00
(17)	Other Benefits or amenities (Conveyance Perks)	0.00	0.00	0.00
(18)	Total Value of Perquisites	18,953.34	0.00	18,953.34
(19)	Value of profits for in lieu of salary as per section 17(3)	0.00	0.00	0.00

\* "Other benefits or amenities" includes medical reimbursement exceeding Rs. 15,000/-.

9. Details of Tax

a) Tax Deducted from Salary of Employee u/s 192(1)	:	664,675.00
b) Tax Paid by Employer on behalf of Employee u/s 192(1A)	:	0.00
c) Total Tax Paid	:	664,675.00
d) Date of Payment into Government Treasury	:	Refer Form16

DECLARATION BY EMPLOYER

I DILEEP SINGH son of D SINGH working as MANAGER do hereby declare on behalf of SKORYDOV SYSTEMS PRIVATE LIMITED that the information given above is based on the books of account, documents and other relevant records or information available with us and the details of value of each such perquisite are in accordance with section 17 and rules framed thereunder and that such information is true and correct.

For SKORYDOV SYSTEMS PRIVATE LIMITED  
Signature of the person responsible for deduction of tax  
This form is signed using Digital Signature. Please see page 1.  
Full Name : Dileep Singh  
Designation : Manager

Place: MUMBAI  
Date: 24-March-2012

myITreturn.com

YADAV SAAKAR SURESHCHANDRA-JJIYEW

8.26 x 11.68 in

# Annexure Details

AAAPY6679D.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment

At least one signature has problems. Signature Panel

**ANNEXURE TO FORM NO.16**

Details of Salary Paid and Allowance Exempted u/s 10 and 17(2) of Income-tax Act,1961

1. Name and address of the Employer : SKORYDOV SYSTEMS PRIVATE LIMITED  
711,7TH FLOOR TULSIANI CHAMBE,MUMBAI,MAHARASHTRA,400021

2. Name of Employee : YADAV SAAKAR SURESHCHANDRA

Designation :  
PAN : AAAPY6679D  
Employee Serial No. : JJIYEW

Salary Details for the period: 01/04/2011 to 31/03/2012

1: Salary as per provisions contained in Sec 17(1)			
Basic Salary	743,524.92		
Coneyance Allowance	4,000.00		
HRA	22,470.00		
Medical Allowance	15,000.00		
Medical Exempt under proviso to sec. 17(2)	(15,000.00)		
Other Allowances	975,500.00		
Flat Allowance	0.01		
GDP / Performance Awards	906,000.00		
Merit Awards	127,953.00		
Assignment Allowance	17,288.63		
<b>Total Salary (A)</b>		<b>2796736.56</b>	
Value of perquisite u/s17(2) (as per Form No.12BA wherever applicable)	18953.34		
Profit in lieu of Salary u/s 17(3) (as per Form No.12BA wherever applicable)	0.00		
<b>Total Perquisites (B)</b>		<b>18953.34</b>	
<b>Gross Salary (A+B)</b>			<b>2815689.90</b>

8.26 x 11.68 in



# E-mail Form16

Skorydov Digital Form16 - [Deliver Form16]

Home Import Data Browse Create Form16 Deliver Form16 Tools Registration Help

SKORYDOV SYSTEMS PVT LTD [AY:2010-11 (FY:2009-10)] Deliver Form16 Via Email

Filter Database  
 Filter  Not Emailed  [What is Batch Filter?](#)

Select	Employee_Serial_Number	Employee_PAN	Full_Name	Form16_Number	Form16_Created	Form16_Emailed	Email_Address
<input type="checkbox"/>	009375	APVPD5899N	GARIMA BANSAL	009375/2009	Created on 11/03/2010 02:1...		
<input type="checkbox"/>	011796	ANQPG7715G	SARDJA GOPALI	011796/2009	Created on 11/03/2010 02:1...		
<input type="checkbox"/>	082614	AMKPC5956H	NAGARAGHAVENDRA KU...	082614/2009	Created on 11/03/2010 02:1...		
<input type="checkbox"/>	423386	ABZPN7333H	VIKAS NAGPAL	423386/2009	Created on 11/03/2010 02:1...		

4 Record(s)

Select Options  
 Select All [Toggle Selection](#)

Select   record(s)

Ready Version: 2.0.0.2

# E-mail using Outlook / SMTP Server

**Email Options** Skorydov®

Select Email Options

Your Name:

Your (From) Email:

Send BCC To:  [What is this?](#)

Subject:

Mail Body:

Write the text in the box provided on the right or Use an HTML template as your mail body

Choose a HTML Template:  [Browse...](#)

HTML templates will not work with Microsoft Outlook.

**Email Configuration** |  Send Password |  Attach these Document(s)

**Email Configuration**  
 Send using Default Mail Client like Microsoft Outlook.  
 Your (From) Email would be used from default mail client.

Send using SMTP server  
 Use SMTP Server Credentials (for advanced users/Relay Servers)

Relay Serve Authentication

IP Address:  Port:   
 User Name:   
 Password:

**Make system live** [What is this?](#) [Send Test Mail](#)

Unregistered Version: [Click here to Register...](#)  
 The email will be sent to the email mentioned above.  
 In registered version the email will be sent to the deductee's email address.

Version: 1.0.0.0

# Features

- Generate Form16 with NSDL generated Part-A.
- Generate Single pdf file for Form16 with NSDL Part-A and Part-B.
- Allow user to import the data in text format / Excel format
- Generate Form 12BA / Annexure to Form 16
- Option to generate the Form 16 for specific employee
- Option to include salary / TDS from previous employer
- Certificate is available in non-tamperable PDF Format
- Option to allow the Form16 to be made printable/non-printable
- Configured with Microsoft Outlook for emailing of Form16 to employees
- Send email using SMTP / Relay server
- Facility for printing of form 16 for FFS (Full & Final Settlement) employees
- Password protection facility for each Form 16
- Automatic Signing of form 16 by a single click
- Option to generate 80G certificate
- In built demo video makes understand the working of software easy
- Option to include scanned signature of the authorized signatory
- Option to include company logo
- Option to include company stamp
- Can generate over 5000 Form16 per hour
- Link for employees to file their Income-tax return online

# Advantages over present system

- Reduce paper cost , Courier cost & Inventory
- Reduce the pressure of physically signing the forms
- Environment friendly
- Reduce manpower cost, as it does not require manual interface. Can be operated by a single user
- Helps employees to file their Income-tax return online quickly

[Click here to Download Digital  
Form16 Software](#)

**Thank You!**

