

GOVERNMENT OF KERALA

NO.54838/W12/61Fin

Finance Department, Trivandrum 7-6-1962

**Circular Memorandum**

Sub: Salaries- deduction of income tax made at source-certificate to be given to parties –instructions regarding.

Under Rule 31 (1) of the incomtax Rules 162, a certificate has to be furnished to the employee every month by the person paying the salaries, regarding the tax deducted at source in Form NO.16(Copy appended). All disbursing officers VIZ.Treasury officers in the case of Gazetted officers and Heads of officers in the case of Non-Gazetted officers are therefore instructed to follow this procedure.

By order of the Governor  
Sd/- Under Secretary

Form No.16  
(See Rule 31 (1))

Certificate of Deduction of Tax from Income Chargeable under the head “ Salaries”

Name of employer  
Address of employer  
Name of employee

Certificate No.....

Certified that a sum of Rs..... has been deducted under section 192 of the Income tax Act 1961 from the income chargeable under the head “ Salaries” pay to the above named employee during the month of..... As per particulars below. Amount of income chargeable under the head ‘ Salaries’ Rs.....

Particulars of tax deducted

i) Income tax	Rs.....
ii) Surcharge on Income tax	Rs.....
iii) Super tax	Rs.....
iv) Surcharge on Super tax	Rs.....
v) Total	Rs.....

(Signature of the Person responsible for  
paying the salary) Designation

-----  
Endt on. F.Dis.21354/62 dated 12-7-1962.

Copy communicated to all Conservators (with spare copies) Forest Utilisation Officer, S.R.O.and wild Life Preservation Officer for information.

Copy to E6.Stock File.

Chief Conservator’s office, Trivandrum.

For Chief Conservator of Forests