

**RAJYA SABHA SECRETARIAT**  
**ESTABLISHMENT (A/Cs) & BUDGET SECTION**

**Parliament House Annexe,  
New Delhi**

**No. RS.2(i)/18/Estt. (A/Cs) & Budget**

**Dated the 13<sup>th</sup> June,2018**

**C I R C U L A R N O . 6**

**Subject: Issue of Form-16 for the Financial Year 2017-2018.**

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All the Officers and Staff of this Secretariat who are liable to pay Income Tax under the head "Salaries" are hereby informed that their "Income-Tax Certificate", i.e. Form-16 have been prepared. Form-16 has two parts – Part 'A' and Part 'B'. Part 'A' of the Form 16 has been downloaded from the 'TRACES' portal of the Income Tax Department. Part 'B' of the Form 16 has been prepared through the 'Comprehensive DDO package' by the Estt.(A/Cs) & Budget Section.

2. Accordingly, it is informed that 'Non-Gazetted Staff' may collect their Form-16 in person and Gazetted Officers may collect their Form 16 through their authorised representative from Room No. 213, Establishment (A/Cs) & Budget Section from 3.00 P.M. to 4.00 P.M. on all working days w.e.f. 15<sup>th</sup> June,2018 till 20<sup>th</sup> June 2018.

3. Discrepancies, if any, found on these Form 16 may be brought to the notice of this Section immediately (between 3.00 P.M. to 4.00 P.M.) on all working days upto 30<sup>th</sup> June, 2018 for necessary rectifications/corrections.

**(ASHWANI KUMAR)  
DEPUTY SECRETARY**

**To**

**All Sections/PSs, PAs to Officers &  
Office of Hon'ble Chairman,  
Deputy Chairman and LOP**