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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

TAX/70-5/TDS-CERTIFICATE/2011-12/14 DATED AT CHENNAI 600 002, THE 9-08-2011

To
The IFA's
O/o PGM/GM,
O/o PCE, Civil/Electricals
SSA: Coimbatore/Coonore/Cuddalore/Dharmapuri/Erode/Karaikudi/Kumbakonam/
Madurai/Nagarkoil/Pondicherry/Salem/Thanjavore/Trichy/Tirunelveli/Tuticorin
Vellore and CMTS, Trichy.
Units: Chief Accounts Officer (Finance)/Accounts Officers, All Civil and Electrical Divisions

Sub: Issuance of TDS Certificate in Form-16A - Revised Procedure through TIN - reg.,
Ref: BSNL Hq. Taxation Branch letter no. 1001-15/2007/Taxation/BSNL/136 dated 16-7-2011

Kind reference is invited to the letter cited under reference, wherein the revised procedure for issue of Form-16A through TIN Central System has been communicated. (Letter under reference available in intranet.bsnl.co.in.)

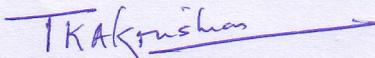
As per the amendment issued, the TDS certificate in Form-16A is to be generated through TIN Central System and with unique TDS Certificate number in respect of all sums deducted on after the First day of April 2011 under provisions of Chapter XVII-B other than section 192.

The guidelines for TAN Registration and Guidelines for issuing Form-16A from TIN Website are enclosed herewith.

In view of the above, it may please be ensured that,

1. TDS Certificate in Form 16 A is generated through TIN Central System and issued accordingly.
2. TDS Certificates in Form-16 for the quarter ending 30-06-2011 may be generated and issued to the concerned, and it may be ensured that the same is regularly issued quarterly without fail.
3. Similarly TDS Certificates in Form-16A may also be insisted/collected on quarterly basis from Vendors/Suppliers/Other Operators.

This issues with the approval of General Manager (Finance)


(T.K. ANANTHAKRISHNAN)
Deputy General Manager (P&EF)
O/o CGM, TN Circle, Chennai-2.

Copy for information to:-

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SSA: Coimbatore/Coonore/Cuddalore/Dharmapuri/Erode/Karaikudi/Kumbakonam/
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Vellore and CMTS, Trichy.

Guidelines for TAN Registration

General

1. TAN registration should be done online at the website of the Tax Information Network www.tin-nsdl.com.
2. Fields marked with (*) are mandatory.
3. Select the values from the drop down wherever provided.
4. Register all active TANs.

Details of Deductor

1. Mention details of deductor (TAN).
2. Select appropriate deductor category from the dropdown.
3. Mention PAN of deductor. Mention "PANNOTREQD", in case PAN is not available i.e. deductor is not required to have PAN as per the statute.
4. PAO Code and DDO Code are mandatory for deductor category "Central Government".
5. If PAO Code is not available then mention value "PAOCDNOTAVBL".
6. If DDO Code is not available then mention value "DDOCDNOTAVBL".
7. For PAO Registration number, mention registration number allotted, if any, by Central Record Keeping Agency (CRA) under New Pension Scheme (NPS).
8. For DDO Registration number, mention registration number allotted, if any, by Central Record Keeping Agency (CRA) under New Pension Scheme (NPS).

Contact Details of Deductor

1. Mention demographic details of deductor (TAN) i.e. complete address and contact details.
2. Provide valid email id and telephone no. / mobile no.
3. Provide details of responsible person and designation.

Statement Details

1. Mention details of any regular e-TDS / TCS quarterly statement accepted in TIN on or after April 01, 2008.
2. Check the status of e-TDS / TCS statement at the Quarterly Statement Status available at the TIN website by entering the TAN and Provisional Receipt Number of the statement before providing statement details.
3. For entering statement details you may refer the Provisional Receipt issued at the time of acceptance of the e-TDS / TCS statement.

Generation of Acknowledgement

1. After filling up the information, click "submit". On submission of details if system shows any errors, rectify and re-submit the form.
2. A confirmation screen with all the data filled by the user will be displayed. The same can be either confirmed or edited.
3. On confirmation, an acknowledgement number will be displayed.
4. Print the acknowledgment and preserve the same for future use.
5. For future correspondence mention the TAN registration number provided by TIN along with the TAN.
6. You can re-generate the "Acknowledgement for TAN Registration" by registering again.

How to download Form 16A from TIN Web Site

For the financial year 2011-12, it is mandatory for companies and banks to download Form 16A from TIN Website and issue only such downloaded TDS certificates to deductees. For others it is optional.

This facility has been activated in the NSDL web site

Step 1 : Login with your TAN

If you have not made online TAN registration, then it must be done immediately. You can login with TAN, login ID and password under Login->TAN Account menu

Step 2 : Request for Form 16A file

Click Form 16A file request menu. Prior to this keep eTDS statement for the desired quarter handy, as some verification questions will be asked for this request.

Select the Financial Year and Quarter for which Form 16A file is required

Two questions , one related to any one challan and another related to any 3 deductee details will have to be filled in.

You can make a request for either one PAN or all PANs

You may also download "PDF Converter" utility from the same menu.

Step 3 : Wait for file to arrive by email. This should arrive within 48 hours.

Prior to this keep the 12 digit online TAN registration number handy

The file attached to email will be a .zip file ,which will be password protected. And the password in this case is 12 digit TAN registration number.

After extracting the file you will get a .txt file

Step 4 : Covert txt file to PDF file

The java based utility can read the txt file and convert the same to Form 16A PDF format

Comments on Form 16A generated

Fast Facts tried out the whole process for its own Q4 data and converted the txt file to PDF. Some observations

- A unique TDS Certificate number is coming for each certificate
- One certificate is getting generated for one PAN covering all TDS sections
- CIT TDS name and address is automatically coming
- Address of the Deductee is automatically coming based on the PAN database with the department
- One additional column Status which shows Booking status is also appearing against each line

Procedure to convert zip file to PDF file:

1. The following software can be used for extraction of zip files:
 - 1.1 WinZip version 9.0 and above
 - 1.2 WinRaR version 3.90 and above
 - 1.3 7-Zip version 4.65 and above
2. Extract zip file by providing the password .i.e. TAN Registration Number.
3. Pass extracted text files through PDF Converter Utility.
4. To open 'Form 16A PDF Converter Utility' double-click on the 'Form 16A PDF Converter Utility.jar'. Utility will open as shown below

The screenshot shows a software window titled "Form 16A PDF Converter utility version 1.0". It features a standard Windows interface with minimize, maximize, and close buttons in the top right corner. The main area contains two "Browse" buttons for selecting files. Below these are several input fields: "Form16A Input File Name with Path", "Form 16A Error/PDF File Path", "Full Name", "Designation", "Father's Name", "Place", and "Date (dd/mm/yyyy)". At the bottom of the window, there are three buttons: "Generate PDF", "Exit", and "Disclaimer".

5. Form 16A Input File Name with Path:

Click on browse and select the Form 16A input file; in case of multiple files select all the form 16A files

6. Form 16A Error/PDF File Path:

Specify the path where 'error/PDF' file should be generated by the utility on completion of validation. The path can be same as the input file path or different. Do not specify any filename, provide the file path only.

7. Provide Details to be Printed on Form 16A:

- 7.1 Full Name: Provide full name of responsible person.
- 7.2 Father's Name: Provide father's name of responsible person.
- 7.3 Place: Provide place of the responsible person.
- 7.4 Date: Provide date in dd/mm/yyyy format.

8. Error File:

8.1 In case of an 'invalid file', an 'error file' will be generated. This will be a text file with the same filename as the input file with '.err' extension.

Ex: If the input file is

'MUML00051C_201112_Q3_FORM_16A_0000001751_0001_OF_0001.txt'

then, error filename will be

'MUML00051C_201112_Q3_FORM_16A_0000001751_0001_OF_0001.err'

The error file will contain details of erroneous records like Line no and error description.

9. PDF File:

9.1 in case the input file is valid, utility will be generated in a folder; nomenclature of the folder will be TAN_FORM16A_AY_Quarter_Date, which will contain PDF files of all the deductee PAN present in input file. The nomenclature of the PDF file generated is PAN_FORM16A_AY_Quarter.pdf.