Kindly find below steps to calculate and generate Form 16 of employee.

Step 1:

TDSightarrow TDS Master ightarrow Assign Rule

👲 Human Resource Navigator										
Organization	Muster	Salary	TDS	Recruitment	Appraisal	Traini	ing	Expense Booking	Timesheet	Secu
				TDS Master		•		Income Tax Slab		
				Investment Dec	claration			TDS Heads & Rules		
				TDS Calculation	n			Assign Rules		
				TDS Details		_ `				
				TDS Monthly C	hart					
				Form 16						
			_							

TDS Type			D	epartment	
			-		
-					
TDS Section			E	nployee Name	
1			<u> </u>	bhijit Banerjee	
TDS Head			Fi	nancial Year	
			- 12	020-2021	• Refre
				Ear Company	
Employee Name	Acc Vear	TDS Tune	TDS Section	Them Name	TDS Dula
Abhilt Baneriee	2020-2021	Income Declaration (Source	Income Other that	n Interest on Housing Loan	Interest on Housing Loan - Rule
Abhrit Baneriee	2020-2021	Income Declaration (Source	Income Other that	n Other Income	(None)
Abhit Baneriee	2020-2021	Income Declaration (Source	Section 24(B)	< <new description="" item="">></new>	(None)
Abhitt Baneriee	2020-2021	Income Declaration (Source	Section 24(B)	Housing Loan Intt	Housing Loan Intt - Rule 1
Abhilit Baneriee	2020-2021	Investment Declaration Un	Section 80C	Edu Fee Paid	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	Fixed depo	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	LIC	LIC - Rule 1
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	Mutual Fund	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	NSC	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	Other	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	PF	PF - Rule 1
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	PPF	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	Principal Repayment of Housing L	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80C	Stamp Duty	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80CCD(18	8) 80 CCD (18) - 50000	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80D	Mediclaim	Mediclaim - 25000 - Parents
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80DD	Exp. Medical Treatement of physi	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80E	Interest on Edu Loan	Infra Bond - Rule 1
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80EE	Interest on Housing Loan 80EE	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80G	Donation - 100%	(None)
Abhijit Banerjee	2020-2021	Investment Declaration Un	Section 80G	Donation - 50%	(None)
Abhijit Banerjee	2020-2021	Income Declaration (Under	Section 17 (1) (Sa	la Bonus	Bonus - Rule 1
Abhijit Banerjee	2020-2021	Income Declaration (Under	Section 17 (1) (Sa	la Gross Salary	Gross Salary - Rule 1
Abhijit Banerjee	2020-2021	Income Declaration (Under	Section 17 (1) (Sa	la Leave Encashment	Leave Encashment - Rule 1

You can assign rule for all employee within company at time by click on "**For Company**" option. TDS will be calculated as per rule and employee which is applicable as per rule.

Step 2:

Click on Set Default Rule and Save the details.

Step 3:

TDS \rightarrow TDA Calculation \rightarrow SAVE the details

Step 4:

TDS \rightarrow Form 16 \rightarrow Show

