

FORM-13

Important Data to be filled by a person for getting certificate under sections 197

CPF No.

PAN No.

Submit

Admin Control

New Registration

Employer Certificate

Income Tax Login
www.incometaxindiaefiling.gov.in

online form13
www.tdscpc.gov.in

Instruction
How to Fill Form13

How to use Website &
Contact Us

Click on www.tdscpc.gov.in, login into the website

After Login, Check your Profile. If required update it.

TAXPAYER
User ID:

Taxpayer Details

Communication
Details >

Signature

Change Password

[Dashboard](#) > Profile

Communication Details

[Compare Details as per PAN Database or Latest Filed TDS Statement >](#)

Correspondence Address Details

Edit

Hide Details ^

Country of Residence

India

Flat/Door/Block No.

Surface Team

PIN Code

799014

State/ Union Territory

TRIPURA

Name of Premises/Building/Village

Oil & Natural Gas Corporation Ltd

Area/ Locality/ Post Office

Agartala ONGC S.O

Road/Street/Sector

Badarghat Complex,

Town/City/District

West Tripura

Contact Details

Edit

View Details v

Change your address to Agartala, Else Form 128 will go to your City respective AO. This step is very important.

[Dashboard](#)

File Forms

View Filed Forms and Statements

View Default Summary

File New F

View As



Form No. 126

Application by a person specified in rule 209 for a certificate under section 3...

[Read More](#)

File Now >

Form No. 128

Application for issuance of certificate for lower/nil deduction of income-tax a...

[Read More](#)

File Now >

Go to e-File & View. Next click on File Now

Form No. 128

Application for issuance of certificate for lower/nil deduction of income-tax and lower collection of income-tax under section 395(1) and 395(3) of the Act.

Residential Status

Resident

Category of Resident *

Resident & Ordinarily Resident

Submission Mode

Online

Application Type

Original

Tax Year

2026-27

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* Indicates mandatory fields

i What is Form No. 128?

1. An application shall be made in Form No. 128 electronically either under digital signature or through electronic verification code for grant of a certificate for:
 - a.the deduction of income-tax at any lower rates or no deduction of income-tax under section 395(1); or...

[Read More](#)

i Things to know for Form No. 128

1. Form No. 128 can be filled for the current tax year and for the upcoming Tax Year during the period of 28th February Midnight to 31st March of the existing Tax Year.
2. Form No. 128 can be filed using any of these e-verification options: Digital Signature (DSC), Mobile OT...

[Read More](#)

Select from drop down -> Resident & Ordinarily Resident. Click on Proceed

Filing Form No. 128

Basic Details >

Part A >

Part B

Part C

Annexure Details

Attachments

Declaration

Preview & Download

E-Verification

Dashboard > e-file & View > File Forms > Form No. 128 > Basic Details

Part A

1. Details of Applicant

Information :

- 1. The Jurisdictional Assessing Officer (TDS) will be determined based on the State and District provided in Form No. 128. This jurisdiction will also apply to any subsequent original filings for the relevant Tax Year.
- 2. Details are pre-filled as available in 'My Profile'. If you wish to update details, please [Click here](#)

a. Permanent Account Number

.....

b. Name

.....

c. Address

Country

India

Flat/Door/Block No.

Surface Team

Name of Premises/Building/Village

Oil & Natural Gas Corporation Ltd

Road/Street/Sector

Badarghat Complex,

Pin Code

799014

Area/Locality/Post Office

Agartala ONGC S.O

Town/City/District

West Tripura

State/Union Territory

TRIPURA

d. Status

Individual

e. Residential Status

Resident & Ordinarily Resident

f. E-mail ID

.....

g. Contact Number

...

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Click on proceed

Filing Form No. 128

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Part B

* Indicates mandatory fields

2. Application filed by *

- Registered non-profit organization
- Specified Entity referred to in section 263(9)(c)
- Person carrying on business or profession
- Persons other than the above

3. Details of Request *

1. Select Annexure I and/or Annexure III (if Deductor TAN/PAN is available).
2. Select Annexure II (where the number of persons responsible for deducting the tax is likely to exceed one hundred and the details of such persons are not available at the time of making application with the person making such application)
3. Please fill either Annexure I or II if you are claiming exemption for registered non-profit organization & specified Entity referred to in section 263(9)(c).
4. Please fill Annexure I and/or Annexure III, or Annexure II if you are not claiming any exemption for registered non-profit organization & specified Entity referred to in section 263(9)(c).
5. Please review and select the annexures carefully, as your choices will affect the availability of annexures in the "Annexure details" Section.

I do hereby request that a certificate may be issued to :

- the person responsible for paying income/sum to me with deduction of income-tax at a lower rate or without deduction of income-tax. The details of this are mentioned in Annexure I.
- me since I do not have the details of the payer, to receive income/sum with deduction of income-tax at a lower rate. The relevant information is included in Annexure II.

Select Persons other than the above & The person responsible for paying income/sum to me with deduction of income-tax at a lower rate or without deduction of income-tax. The details of this are mentioned in Annexure-I. Then click on proceed.

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Part A

Part B

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2 Annexure Details

3 Attachments

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4. Details of existing tax liabilities (as on date of filing of application) *

[+ Add/Update Existing Liabilities](#)

Note :

1. A maximum of 10 entries can be added for the details of existing liabilities
2. In case there are no existing liability, select the previous tax year and input 0 in Sl. No. 4 to indicate that no liability exists.

S. No.	Liability under the Act	Tax Year	Amount payable for (Advance tax/ Self-Assessment tax) (₹)	Amount payable but not paid, for which notice of demand under section 289 of the Act or under section 156 of the Income-tax Act, 1961, as the case may be has been served	Amount payable but not paid in capacity of deductor or collector which has become due	Total Liability (₹)	Remarks, if any
			(A)	(B)	(C)	(A)+(B)+(C)	
 No Existing Liabilities Added							

Click on Add/Update Existing Liabilities.

Add/Update details of existing liabilities

*Indicates mandatory fields

Note :

- 1. A maximum of 10 entries can be added for the details of existing liabilities
- 2. In case there are no existing liability, select the previous tax year and input 0 in Sl. No. 4 to indicate that no liability exists.

S.No	Tax Year*	Liability under the Act*	Amount payable for (Advance tax/ Self-Assessment tax) * (₹)	Amount payable but not paid, for which notice of demand under section 289 of the Act or under section 156 of the Income-tax Act, 1961, as the case may be, has been served * (₹)	Amount payable but not paid in capacity of deductor or collector which has become due * (₹)	Total Liability * (₹)	Remarks, if any
1.	2025-26	Income-tax Act, 1961	0	0	0	0	<input type="text" value="Enter remarks"/> Remove

Cancel

[+ Add New Row](#)

[Save](#)

Fill 0 values.

Filing Form No. 128

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- ④ Declaration
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- ⑥ E-Verification

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Annexure Details

** Indicates mandatory fields*

① 1. Click on 'Add Row' to add more rows and click on 'Delete Row' icon next to the row to remove the rows.
2. Click on 'Save' to save the updates.
3. 'Save & Proceed' will be enabled once all the details are filled in the annexure(s) and it will be navigated to the 'Upload Details' page.
4. 'Add Details' functionality can be used for adding details in the Annexure(s) for entries equal to or less than 50 nos. However 'Add CSV' functionality can be used for any number of entries.

🔄 [Click here](#) to update the Annexure selection.

Annexure I - No/Lower Deduction (Relevant for tax deduction at source) Pending Provide Details ▾

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Save & Proceed >

Filing Form No. 128

✔ Basic Details

⋯ Annexure Details >

③ Attachments

④ Declaration

⑤ Preview & Download

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[Dashboard](#) > [e-file & View](#) > [File Forms](#) > [Form No. 128](#) > Annexure Details**Annexure Details**** Indicates mandatory fields*

- ① 1. Click on 'Add Row' to add more rows and click on 'Delete Row' icon next to the row to remove the rows.
2. Click on 'Save' to save the updates.
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↻ [Click here](#) to update the Annexure selection.**Annexure I - No/Lower Deduction (Relevant for tax deduction at source)**

Pending

Provide Details ▾

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Save & Proceed >

Click on provide details

[Click here](#) to update the Annexure selection.

Annexure I - No/Lower Deduction (Relevant for tax deduction at source) Pending Provide Details ^

Income Tax Rate Table Expand All

Please select the option to fill Annexure details *

Add Details Add CSV

Annexure I - No/Lower Deduction (Relevant for tax deduction at source)

<input type="checkbox"/>	1	2	3	3(a)	4	4(a)	5	6
	Sl.N o.	Section under which tax at source is liable for deduction	Table Sl. No. under which tax at source is liable for deduction	Nature Of Payment	TAN/PAN of the Payer	Name of the Payer	Estimated amount of income/sum to be received during the tax year (₹)	Requested rate of Deduction (%)
<input type="checkbox"/>	1.	Selec... v			Enter TAN/...		Enter amo...	Enter ...

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[Save & Proceed >](#)

Click on Add Details. TAN No. DELO04887B

Annexure I - No/Lower Deduction (Relevant for tax deduction at source)

Pending

Provide Details ^

Income Tax Rate Table

Expand All

Please select the option to fill Annexure details *



Add Details



Add CSV

Annexure I - No/Lower Deduction (Relevant for tax deduction at source)

1	2	3	3(a)	4	4(a)	5	6
SI.N o.	Section under which tax at source is liable for deduction	Table SI. No. under which tax at source is liable for deduction	Nature Of Payment	TAN/PAN of the Payer	Name of the Payer	Estimated amount of income/sum to be received during the tax year (₹)	Requested rate of Deduction (%)
<input type="checkbox"/> 1.	392		Salary	DELO04887B	OIL AND NATURAL GAS CORPORATION LIMITED	34,12,340	0

+ Add Row

Delete Row

Export as CSV

Save

Enter 392, TAN No. DELO04887B, Estimated Income and 0. Click Save & Proceed.

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Attachments

* Indicates mandatory fields
** Indicates conditional mandatory fields

- 1. For upload, attachments in .tiff, .pdf, .zip, JPEG formats only are allowed.
- 2. You can click on 'Browse' to select the relevant files or you can use Drag/Drop for upload.
- 3. Maximum of six (6) number of files can be uploaded separately. In case you wish to attach more than 6 files, please upload in .zip format.
- 4. Maximum size of single file for upload is 5MB.
- 5. Password protected files cannot be uploaded. Please make sure to attach password-free files.
- 6. The conditional mandatory (**) fields are based on the information provided on the Basic Details and Annexure Details. Please ensure you upload the supporting documents for all these conditional mandatory fields.

1. Furnish computation of estimated income for relevant tax year for which certificate is sought.*

Template

2. Furnish computation of estimated income for any of the four previous year preceding to the tax year in case returns has not been filed.

Template

3. Upload a note justifying the issue of certificate under proviso to the sub-rule (9) of Rule 213.

Drag & Drop or Browse File

Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

Click on template

Computation of Estimated Income Year 2026-27

* Indicates mandatory fields

S. No.	Computation of Income Details	Amount in (₹)
1.	Gross Receipt/Turnover (GR/TO) *	<input type="text" value="0"/>
	<input checked="" type="radio"/> (+) GR/TO for newly added TAN(s) <input type="radio"/> (-) Reduction in GR/TO	<input type="text" value="34,64,570"/>
	Total Gross Receipt/Turnover (GR/TO) for all TAN(s) Reported	<input type="text" value="34,64,570"/>
2.	Income under the head Salaries	<input type="text" value="34,64,570"/>
3.	Income under the head House Property	<input type="text" value="0"/>
4.	Income under the head Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation)	<input type="text" value="0"/>
5.	Income chargeable to tax at special rate under Section 196, 197 etc.	<input type="text" value="0"/>
6.	Income under the head Capital Gains	<input type="text" value="0"/>
7.	Income under the head Other Sources	<input type="text" value="0"/>
8.	Presumptive Income u/s 58	<input type="text" value="0"/>
9.	Gross Total Income	<input type="text" value="0"/>
10.	Less: Deduction under Chapter VIII	<input type="text" value="0"/>

Close

Submit

Input the gross receipt and income under head salary, as mentioned in Estimated income certificate.

Computation of Estimated Income Year 2026-27

* Indicates mandatory fields

17.	Net tax after rebate	<input type="text" value="0"/>
18.	Add: Surcharge	<input type="text" value="0"/>
19.	Add: Health and Education Cess	<input type="text" value="0"/>
20.	Total Tax on Income	<input type="text" value="0"/>
21.	Less: TDS + TCS + MAT/AMT credit utilized	<input type="text" value="0"/>
22.	Less: Self-assessment tax/Advance Tax	<input type="text" value="0"/>
23.	Balance tax Payable/Refundable	<input type="text" value="0"/>
24.	Add: Interest u/s 423, 424, 425	<input type="text" value="0"/>
25.	Total Tax and Interest Payable	<input type="text" value="0"/>

Notes

Exemption Under Section 10 twenty six

37/500 Character

Close

Submit

Click on submit.

Drag & Drop or [Browse File](#)
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

6. Upload copy of the Assessment Orders if assessed, for any of the last four tax years.

Drag & Drop or [Browse File](#)
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

7. Upload Details of income claimed to be exempt and not included in the total income. ⓘ

Drag & Drop or [Browse File](#)
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

8. Upload any other document (For example: Estimated Profit & Loss Account, estimated Balance sheet, Working of MAT liability for all relevant T.Y etc.)

Drag & Drop or [Browse File](#)
Supported formats: tiff, pdf, zip, JPEG Max Size: 5MB

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Click on browse and upload following scanned files

1. Estimated income certificate
2. Employer Certificate
3. Salary slip – signed copy
4. Caste Certificate - Original scanned/ if digital copy available
5. PAN Card- signed copy
6. Previous year – 197 certificate / 395 certificate if available

Click on save and proceed. Enter Agartala verify and submit the application.