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**eBIZ - THE COMPLETE G2B PORTAL**

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**DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION  
GOVERNMENT OF INDIA**

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**As-Is Process Maps for  
Filing of Returns by Companies under the Income Tax Act, 1961  
Central Board of Direct Taxes, Government of India**

**Document Reference: Gol-V**

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**Version 1.0**

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Department: Central Board of Direct Taxes , Government of India	
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## 1 Executive Summary

eBiz is a significant initiative sponsored by Department of Industrial Policy and Promotion (DIPP), Government of India that seeks to establish a **one stop shop portal for all the G2B services** offered across the entire business life-cycle. The essence of eBiz is the creation of a **business-friendly environment** through a **service-oriented approach** to the needs of investors, industries and businesses.

The project involves **Integration with the departments** that interface with the business community across the three levels viz., Central, State and Local body. The eBiz portal, while allowing business entities to transact with the government departments over the Internet also serves as a delivery channel for the department to offer their services online in a secure and transparent manner.

A pilot for the proposed project is conceived covering 25 services (Refer Appendix III), which include 14 services at the Central Government level and 11 services in each of the four states viz., Andhra Pradesh, Haryana, Maharashtra, and Uttar Pradesh.

The conceptualization of the eBiz pilot project involves “As-Is” and “eBiz enabled” process mapping for the identified list of 25 services and assessment of Functional Requirements using which, an RFP for the pilot project will be floated by DIPP. Going forward, the scope of eBiz shall be extended to include all the G2B services across the Central and State Government departments.

This document covers the “As-Is” process map for the **Filing of Returns by Companies under the Income Tax Act, 1961** service provided by the Central Board of Excise and Customs, Government of India.

## 2 Introduction

The Central Board of Revenue came into existence as a result of the Central Board of Revenue Act, 1924. Initially the Board was in responsible for administration of both direct and indirect taxes. However, when the administration of taxes became too unwieldy for one Board to handle, the Board was split up into two, namely the Central Board of Direct Taxes and Central Board of Excise and Customs with effect from 1.1.1964. The officials of the Board in their ex-officio capacity function as a Division of the Ministry. They deal with matters relating to levy, collection of direct taxes, formulation of policy concerning administrative reforms and changes for the effective functioning of Income-tax Department.

The apex body of the Income Tax Department is the Central Board of Direct Taxes (CBDT) - manned by the officers of the Indian Revenue Service - is the administrative head of the Income Tax Department and functions as a part of the Finance Ministry of the Government of India. It performs various statutory functions. It has the power to assign jurisdiction to the authorities below and to issue orders, instructions and directions to them for the administration of the tax laws. The CBDT consists of one Chairman and six members.

At present, the Income Tax Department under the Department of Revenue in the Ministry of Finance administers the Tax Laws mentioned below (Refer Table 2.1).

**Table 2.1**

Nature of Tax	Statute
Income Tax	Income-Tax Act, 1961
Wealth Tax	Wealth-Tax Act, 1957
Interest Tax	Interest-Tax Act, 1974
Expenditure Tax	Expenditure-Tax Act, 1987

The role of Income Tax Department is manifold. The Indian Revenue Service Officers are responsible for administering fiscal laws such as Income Tax Act, Wealth Tax Act, Interest Tax Act, Expenditure Tax Act, etc. The immediate object of the department is to collect tax and to detect and deter tax evasion. The department also has a duty towards the tax paying public. The department advises the public of their rights and duties as part of creating an environment of mutual trust between the department and the public. The second role of the department is to help achieve the socio-economic objectives of the government through planned tax legislation and thus contribute to the implementation of the government's wider policies.

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### 3 Description of the Service

The filing of income tax return is a legal obligation of every person whose total income or wealth during the previous year exceeds the maximum amount which is not chargeable to income tax under the provisions of I .T. Act, 1961. The return should be furnished in the prescribed forms on or before the due date(s).

At present, there is an emphasis on self-compliance on the part of the taxpayers. The assessing officer will accept the returns on the basis of the returns / documents submitted by the assessee. Processing of majority of the cases is completed at this stage, except in the small number of cases selected for scrutiny.

#### Persons who are required to file income tax

- Individual, Hindu Undivided Family, Association of Persons and Body of Individuals: Income tax return has to be filed if the annual income is more than Rs. 100, 000/- or if one out of six *economic criteria* is satisfied (irrespective of the income). The six economic criteria's are defined below:
  - If the person is the owner or the lessee of a Motor vehicle
  - If the person occupies specified floor area of an immovable property;
  - If the person incurs expenditure for himself or any other person on foreign-travel
  - If the person subscribes to a telephone;
  - If the person is a holder of the credit card, not being an 'add-on' card, issued by any bank or institution
  - If the person is a member of a club where the entrance fee charged is Rs.25, 000/-or more.
- Companies: Return of income has to be filed compulsorily every year.
- Firms and co-operative societies: Return of income has to be filed if they have any income or if one out of six economic criteria is satisfied (irrespective of the income)

Return of income has to be filed even if tax has been deducted at source. It has also to be filed by certain legal representatives and representative assesses.

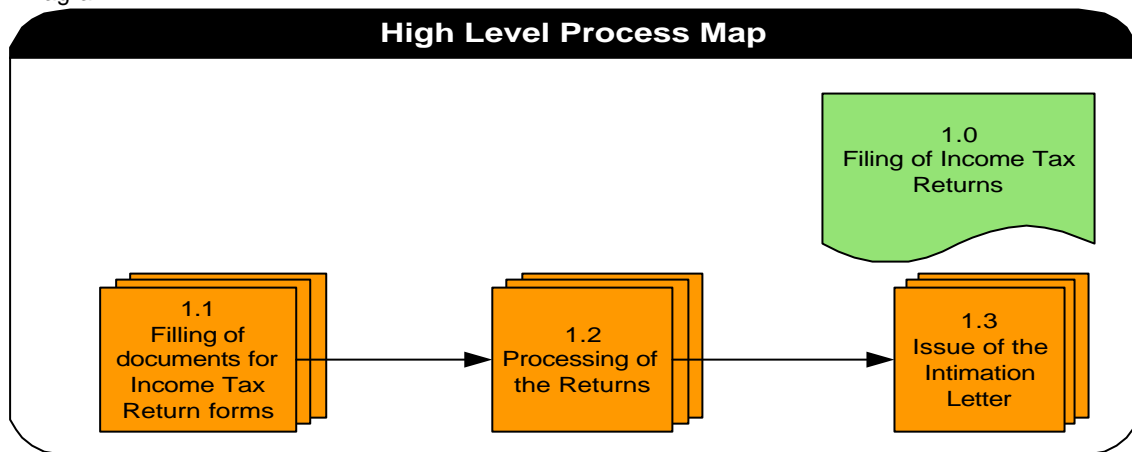
#### 4 Description of the As-Is Process

The Filing of Returns by Companies under the Income Tax Act, 1961 process starts with the request in a prescribed form by the Assessee and ends when the Assessee receives the computer generated Intimation Letter with demand or refund depending on the assessment.

The above process (Diagram 1) involves the following activities:

- Filling of documents for Income Tax returns
- Processing of the Returns
- Issue of Intimation Letter

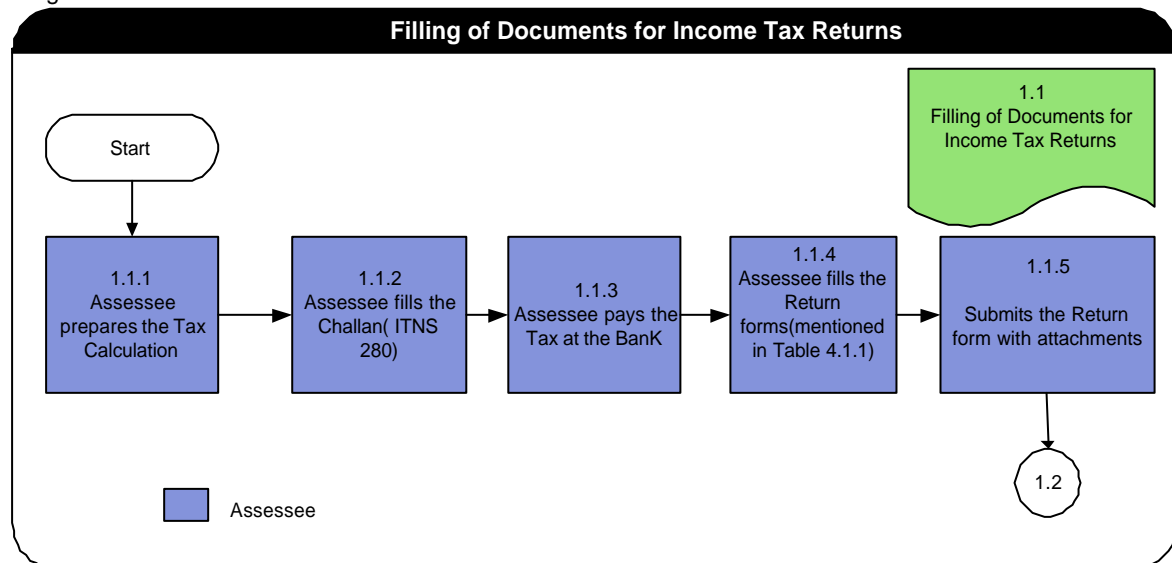
Diagram 1



#### Process 1.1: Filing of Documents for Income Tax Returns

The following process map (Diagram 2) depicts in detail the steps followed for the filling of documents for Income Tax Returns

Diagram 2



The Return Forms are available at the Income Tax Department counter or can be downloaded from Income Tax Department website (<http://www.incometaxdelhi.nic.in>). Companies file returns

using Form No.1 (Refer Appendix II). The Attachments enclosed with the return forms are mentioned in Table 4.1.

**Table 4.1**

SNo.	Name of the entry
1	The certificate of deduction of tax at source to be furnished by any person having taxable salary during the previous year from any number of employers shall be in Form No.16. The certificate of deduction of tax at source to be furnished by any person having taxable salary during the previous year from any number of employers shall be in Form No.16. The Tax Deduction Account Number (TAN) has to be quoted in all TDS challans, TDS Returns and in all certificates issued pertaining to TDS.
2.	Investment Certificates <ul style="list-style-type: none"> <li>• Government securities</li> <li>• Bonds</li> </ul>
3	Exemption Certificates These certificates are for agricultural income, Political Parties and trust.
4.	Challan Acknowledgements
5.	Audit Reports having Balance Sheet, Profit and loss Account, Depreciation Chart
6.	Computation of Income

#### Payment of Tax

The tax is paid using the appropriate challan. The challans forms are available on the website <http://www.incometaxindia.gov.in.>, local Income Tax offices and with private vendors. There are three types of challans as mentioned in Table 4.2

**Table 4.2**

Challan Name	Description of Challan
Challan No. ITNS 280	For payment of Advance Tax, Wealth Tax, Self Assessment Tax, Tax on Regular assessment
Challan No. ITNS 281	For depositing Tax Deducted at Source from corporate or non-corporates
Challan No. ITNS 282	For payment of Hotel Receipts Tax, Gift Tax, Estate Duty, Expenditure Tax and Other direct taxes

Challan No ITNS 280 is used for payment of Income Tax at the banks. The details captured in Challan No. ITNS 280 form are mentioned below (Table4.3)

**Table 4.3**

S.No.	Name of the Entry	Description of the Entry
1	Tax Applicable	Choose from Corporation Tax, Wealth Tax and Income Tax
2	Permanent Account Number	PAN which is obtained from I.T. department
3	Assessment Year	Financial Year succeeding the year for which the income is accounted
4	Full Name	Assessee Name
5	Complete address with City & State	Assessee Address
6	Type of Payment	<ul style="list-style-type: none"> <li>• Advance Tax</li> <li>• Surtax</li> <li>• Self Assessment Tax</li> <li>• Tax on Distributed</li> <li>• Profits of Domestic</li> <li>• Companies</li> </ul>

		<ul style="list-style-type: none"> <li>• Tax on Regular assessment</li> <li>• Tax on Distributed Income to Unit Holders</li> </ul>
7	Details of Payments	<ul style="list-style-type: none"> <li>• Tax</li> <li>• Surcharge</li> <li>• Interest</li> <li>• Penalty</li> <li>• Others</li> <li>• Total Amount paid in number</li> <li>• Total Amount paid in words</li> <li>• Paid in Cash/ Debit to A/c Cheque No.</li> <li>• Date</li> <li>• Name of the Bank and Branch( Drawn on)</li> <li>• Signature of person making payment</li> </ul>

If the payment is made by cash (at any bank branch) or by a cheque at the bank branch where the taxpayer has a bank account, the taxpayers' counterfoil will be returned at the bank counter itself. In case payment is made by a cheque drawn on another bank branch, the taxpayers will get a paper token and will collect the taxpayers' counterfoil from the bank after the cheque is realized.

The collecting bank branch puts a rubber stamp on the challan and its counterfoil indicating a unique Challan Identification Number (CIN) comprising of seven digit BSR Code allotted by RBI to that bank branch, the date of deposit (dd/ mm/ yy i.e. six digits), and the challan serial number in 5 digits. CIN is unique for each challan through out the country and is used for identifying the challan in the Online Tax Accounting System (OLTAS).

The new single copy challans have a main portion at the top and a 'taxpayer counterfoil' at the bottom. The bank retains the main portion of the challan and returns the 'taxpayer counterfoil' duly receipted to the taxpayer.

The collecting bank captures the entire data of the challan and transmits it electronically to the Income-tax Department. . The bank then sends the paper copy of the challans along with printed scrolls to the Zonal Accounts Officers. The information received from banks is then used by the Department to give credit for the tax paid based on CIN.

### **Authorization of the returns**

In the case of a company

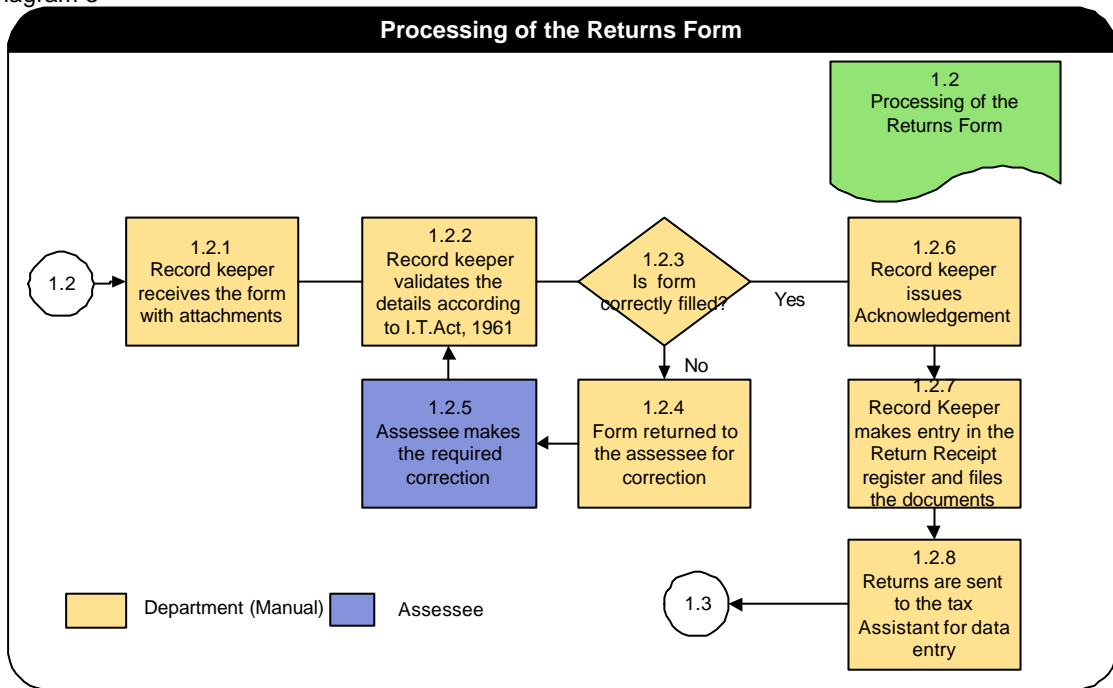
- The return shall be signed and verified by the managing director. Where for any unavoidable reason such managing director is not able to sign and verify the return or where there is no managing director, the return may be signed and verified by any director.
- In the case of a non-resident company the return can be signed and verified by a person who holds a valid power of attorney from such company to do so. A copy of such power of attorney must be enclosed to the return.
- Where a company is being wound up, the return can be signed and verified by the liquidator.
- Where the management of the company has been taken over by the Government (Central or State), the return shall be signed and verified by the principal officer thereof.

- In the case of a firm, the return shall be signed and verified by its managing partner, or where for any unavoidable reason such managing partner is not able to sign and verify the return, or where there is no managing partner, the return shall be signed and verified by any adult partner.

**Process 1.2: Processing of the returns**

This process begins after the applicant has completed the formalities of the form filling and submits the application to the Income Tax department. The following process map (Diagram 3) depicts the steps involved in the processing of the returns

Diagram 3



The returns are received by the record keeper of the Income Tax department at the counter. The Record keeper verifies the details filled in the form by the assessee. He verifies the following details

- All the attachments are submitted with the form.
- The assessee has filled the form in correct area of jurisdiction( Range/Ward)
- The form is correctly and completely filled up.

The Record keeper then issues an acknowledgement to the assessee which is duly stamp affixed first page of the form. The details of the Acknowledgement Receipt are:

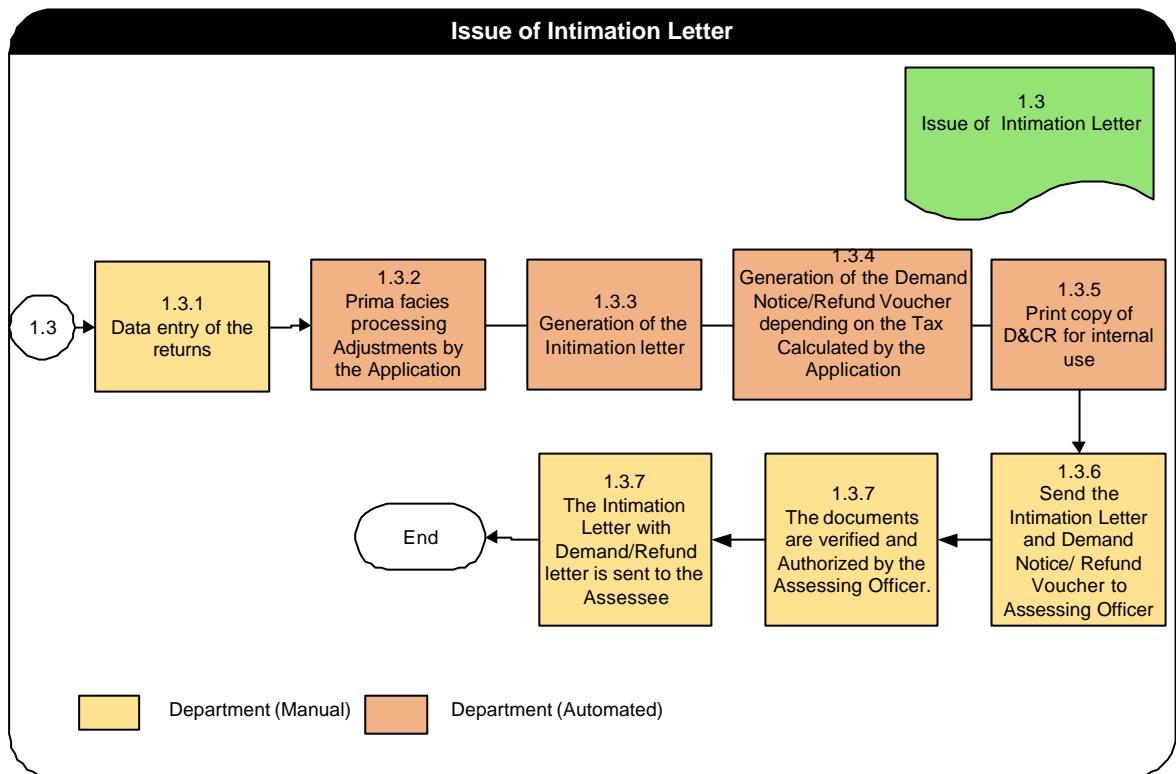
- Receipt Number
- Received date
- Signature of the Receiving Official

The Record keeper after delivering the Acknowledgement enters the receiving details in a register and files the form in a Folder. After filling these documents are sent to the Tax Assistant for further processing.

**Process 1.3: Issue of Intimation letter**

The following process map (Diagram 4) illustrates the steps involved in the issue of intimation letter.

Diagram 4



The Tax Assistant at the Computer section enters the return details using the Assessment Information System (AST) Application developed by TCS. After data entry, the Application processes the Tax Assessment details and displays the results. After processing Intimation letter is generated using the Software. If the tax assessment is not proper calculated, then the computer application generates a Demand Notice (If Tax is paid less) or Refund Voucher (If Tax Paid more) with the Intimation Letter. After the Above process is completed the Intimation letter with the Demand Notice or Refund Voucher is sent to the Assessing Officer (Range/Ward Incharge) for Authorization. After Authorization the documents are delivered to the Assessee. A print copy of Demand and Collection Return Receipt (D & CR) is also taken as a record which is used for internal use.

If the assessee receives a demand notice then he submits the amount through challan and sends the challan counterfoil by post or can come himself to the office. In the case of refund, the assessee is issued a refund voucher.

The Format of the Intimation letter is mentioned below

**Table 4.3.1**

As-Is Map Version 1.0	eBiz
Department: Central Board of Direct Taxes , Government of India	
Service: Filing of Returns by Companies under the Income Tax Act,1961	

S.No.	Name of each Entry	Description of each Entry
<b>I. Assessee and Return Details</b>		
1	Permanent Account Number	PAN obtained from I.T. department
2	Status	
3	Sex	M/F
4	Name/Address	Name and Address of Assessee
5	AO Code	Code of Assessing Officer
6	Assessment Year	Financial Year succeeding the year for which the income is accounted
7	Acknowledgement No.	
8	Due Date of Return	
9	Date of Filing Return	
10	D & CR No.	Demand and Collection Return Receipt No.
<b>II. Income</b>		
11	Returned Income/Loss	
12	Assessed Income/Loss	
13	Net Agricultural Income	
14	Special Rate Income	
15	Special Rate Tax	
<b>III. Prepaid Taxes</b>		
16	TDS and TCS	Tax deducted at source and Tax collected at Source
17	Total advance Tax	
18	Self Assessment Tax	
19	Other Payments	
20	Total Prepaid Tax	
<b>IV. Demand/Refund</b>		
21	Tax	
22	Rebate u/s 88, 88B & 88C	
22	Surcharge	
23	Relief u/s 89(1)	
24	Interest	
	u/s 234A	
	u/s 234B	
	u/s 234C	
25	Total Interest Due	
26	Total Tax & Interest Due	
27	Less Prepaid Taxes	
28	Amount Payable/Refundable	
29	Interest payable to assessee	
30	Net Amount Payable/Refundable	
31	Date	
32	Place	
33	Signature, Name & Designation of the Assessing Officer	

The Demand Notice contains the following details

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S.No.	Name of each Entry	Description of each Entry
<b>Notice of Demand</b>		
1	Assessee Name and Address	
2	Status	
3	PAN/GIR No	
4	Assessment Year	
5	Amount to be Paid	
6	Bank Details where the amount with the challan needs to be deposited	
7	Penalty Clauses with due date	
8	Appeal contact details with section of I.T Act.	
9	Place	
10	Date	
11	Signature of Assessing Officer	
12	Address of the Range or Ward	

The Income Tax Refund Voucher is in the form of a Cheque having the following details

1. Income Tax Office Address
2. Date
3. Place
4. PAN Details
5. Assessment Year
6. Amount to be refunded

The Voucher is Payable within 3 months of date of issue.

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## 5 Description of the IT Infrastructure

The current application for capturing the tax returns is developed by TCS and is named Assessment Information System (AST). The Application captures all the details of Form No.1 for company returns. The Application is developed in Developer 2000(D2K) and the backend database is Oracle (Oracle 8.1 in 3 RCC's and Oracle 7.3 in 33 RCC'S). The Application is installed at all the Ward/ Circle offices for data entry. Each ward/circle is connected to the respective RCC (regional computer centre) using leased lines (Metros) or dial-up connection (others). There are 36 RCC'S in India which are connected to NCC. 3 RCC'S (Delhi, Mumbai, Chennai) have HP-UNIX as operating system running on HP 9000 N Class Machine. Rest 33 RCC'S have IBM AIX running on IBM RS-500 F-40/50. The Application has a two-tier Architecture and distributed database. Currently the application not web enabled.

## Appendix I : Form No-1

S.No.	Name of the Entry	Description of the Entry								
1	Receipt No.									
2	Date									
<b>Part I General Information</b>										
1	Assessment Year									
2	PAN/GIR No.									
3	Ward/Circle/Special Range									
4	Return u/s 139/142/148									
5	If Revised Return, Receipt No. and date of filing of the original	<ul style="list-style-type: none"> <li>• Receipt No.</li> <li>• Date</li> </ul>								
6	Name									
7	Date of Incorporation									
8	Residence in India	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: left;">Code</th> </tr> </thead> <tbody> <tr> <td>• Resident</td> <td>01</td> </tr> <tr> <td>• Non-resident</td> <td>02</td> </tr> </tbody> </table>	Type	Code	• Resident	01	• Non-resident	02		
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• Non-resident	02									
9	Status	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: left;">Code</th> </tr> </thead> <tbody> <tr> <td>• A domestic company in which the public are substantially interested</td> <td>12</td> </tr> <tr> <td>• A domestic company which is not a company in which the public are substantially interested</td> <td>13</td> </tr> <tr> <td>• A company other than a domestic company</td> <td>15</td> </tr> </tbody> </table>	Type	Code	• A domestic company in which the public are substantially interested	12	• A domestic company which is not a company in which the public are substantially interested	13	• A company other than a domestic company	15
Type	Code									
• A domestic company in which the public are substantially interested	12									
• A domestic company which is not a company in which the public are substantially interested	13									
• A company other than a domestic company	15									
10	Office Address	Office address with PIN								
11	Telephone Nos.									
12	Is this the first assessment of the company?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>								
13	Is the company assessed to Wealth Tax?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>								
14	Is the return being filed as a representative assessee?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>								
15	Has the company claimed any Double Taxation Relief? (i) Under an agreement with foreign	Yes/No  Yes/No								

	country (ii) In respect of a country with which no agreement exists (iii) Name of the country	Yes/No
<b>Part II Statement of Income</b>		
<b>A. Income from House Property</b>		
1	Address(es) of the property(ies)	
2	Annual lettable value/Annual. rent received /receivable, whichever is higher	In Rs.
3	Less: Deductions claimed under section 23 : (a) Taxes paid to Local Authority (b) Deduction for new construction (c) Total(a+b)	In Rs. In Rs. In Rs.
4	Annual value [2-3 (c )]	In Rs.
5	Less: Deductions claimed under section 24: (a) Repairs and collection of rent [section 24(1)(i)] (b) Insurance premium [section 24(1)(ii)] (c) Annual charge [section 24(1)(iv)] (d) Ground Rent [ section 24(1)(iv)] (e) Interest on borrowed capital [section 24(1)(vi)] (f) Land revenue [section 24(1)(vii)] (g) Vacancy allowance [section 24(1)(ix)] (h) Unrealizable rent [section 24(1)(x)] Total	In Rs. In Rs. In Rs. In Rs. In Rs. In Rs. In Rs. In Rs.
6	Income chargeable under the head "Income from house property" (4— 5)	In Rs.
<b>B. Profits and Gains of Business or profession</b>		
1	Net profit/loss as per Profit and Loss Account	In Rs.
2	Indicate additions and deductions of amounts which have not been adjusted in the Profit and Loss Account in accordance with sections 28 to 44D	<ul style="list-style-type: none"> <li>• Add in Rs.</li> <li>• Deduct in Rs.</li> <li>• Net result in Rs.</li> </ul> of Adjustments
3	Balance after adjustments (1 ± 2)	In Rs.
4	Share in profit/loss of firm(s) (applicable up to A.Y. 1992-93)	In Rs.
5	Interest from the firm (assessment year 1993-94 onwards)	In Rs.
6	Share in profit or loss of URF/AOP/BOI	In Rs.
7	Chargeable income from business/profession [other than speculation business (3 + 4/5 + 6)]	In Rs.
Speculation Business		

8	Net profit/loss from speculation business (after adjustments in accordance with sections 28 to 44D, if necessary)	In Rs.			
9	Brought forward speculation loss adjusted with income at item 8	In Rs.			
10	Balance speculation profit (8— 9)	In Rs.			
11	Total of amounts at items 7 and 10.[If the amount at item 10 is negative, show the amount at item 16(i) and write only the amount at item 7 here]	In Rs.			
12	Other brought forward loss from business/profession, if any, set off with the income at item 11	In Rs.			
13	Balance income(11— 12)	In Rs.			
14	Brought forward allowances adjusted: u/s.....	In Rs.			
15	Income chargeable under the head “Profits and gains of business or profession” (including positive income from speculation, if any) (13— 14)	In Rs.			
16	Current year’s losses remaining unadjusted, if any : (i) Speculation loss (the amount at item 10, if negative) (ii) Other loss from business/profession (the amount at item 13, if negative)	In Rs.  In Rs.			
Income from businesses referred to in sections 44AD, 44AE and 44AF					
17	In case the company was engaged in the business of civil construction or supply of labor for civil construction during the previous year, give the following information for the purposes of section 44AD : (i) Gross receipts (ii) Net profit of such business shown included in item 3 (iii) Net profit as a percentage of gross receipts	In Rs. In Rs. In %			
18	In case the company owned not more than 10 goods carriages and was engaged in the business of plying, hiring or leasing of such carriages, give the following information for the purposes of section 44AE:	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">No of months During which owned</td> <td style="width: 20%; text-align: center;">Profit shown</td> </tr> </table> <ul style="list-style-type: none"> <li>• No. of heavy Goods Vehicle</li> <li>• No. of other goods carriages</li> </ul>		No of months During which owned	Profit shown
	No of months During which owned	Profit shown			
19	In case the company was engaged in the business of retail trade in any goods or merchandise, the total turnover on account of which did not exceed forty lakh rupees, please				

	furnish the following information for the purposes of section 44AF (i) Total turnover on account of such business (ii) Profits of such business included in item 3 (iii) Item (ii) as a percentage of item (i) above	In Rs. In Rs. In Rs.
20	Whether the income shown at item No. 17 or 18 or 19 is less than the amounts specified under section 44AD or 44AE or 44AF respectively? (a) Income at item No. 17 (section 44AD) : (b) Income at item No. 18 (section 44AE) : (c) Income at item number 19 (section 44AF)	Yes/No Yes/No Yes/No
<b>C. Capital Gains</b>		
Short term assets		
1	Particulars of assets transferred	
2	Date of acquisition	
3	Date of transfer	
4	Mode of transfer [see section 2 (47)]	
5	Full value of consideration	In Rs.
6	Deductions (see section 48): (i) Expenditure incurred in transfer (ii) Cost of acquisition (iii) Cost of improvement Total	In Rs. In Rs. In Rs. In Rs.
7	Capital gains (5— 6)	In Rs.
8	Less: Exemption under section 54D/54G	In Rs.
9	Balance	In Rs.
10	Add: Amount deemed to be capital gain under section 54D/54G	In Rs.
11	Total short-term capital gains (9+10)	In Rs.
Long term assets		
12	Particulars of assets transferred	
13	Date of acquisition	
14	Date of transfer	
15	Mode of transfer [see section 2(47)]	
16	Full value of consideration	In Rs.
17	Deductions (see section 48) (from A.Y. 1992-93) (i) Expenditure incurred in transfer (ii) Cost of acquisition (iii) Cost of improvement	In Rs. In Rs. In Rs.

	(iv) Deduction under section 48(1)(b) TOTAL	In Rs. In Rs.
18	Deductions (see section 48) (from A.Y. 1993-94) (i) Expenditure incurred in transfer (ii) Indexed cost of acquisition (iii) Indexed cost of improvement Total	In Rs. In Rs. In Rs. In Rs.
19	Capital gain (16-17/18)	In Rs.
20	Less: Exemption under section 54D/54E/54EA/54EB/54G (Attach proof of deposit, if any)	In Rs.
21	Balance(19— 20)	In Rs.
22	Add : Amount deemed to be capital gain under section 54D/54E/54EA/54EB/54G	In Rs.
23	Total long-term capital gains (21+22)	In Rs.
24	Brought forward loss, if any, adjusted (with short term and long term capital gains)	In Rs.
25	Income chargeable under the head "Capital gains" (After first setting off brought forward loss and, thereafter, setting off current year's loss on transfer of any asset, if any, with the remaining income) : (i) Short Term Capital Gains (ii) Long Term Capital Gains	In Rs. In Rs.
26	Current year's capital loss remaining unadjusted, if any : (i) Short term (ii) Long term	In Rs. In Rs.
27	Information about accrual/receipt of capital gains	Short term <ul style="list-style-type: none"> <li>• Up to 15/6 in Rs.</li> <li>• 16/6 to 15/9 in Rs.</li> <li>• 16/9 to 15/12 in Rs.</li> <li>• 16/12 to 15/3 in Rs.</li> <li>• 16/3 to 31/3 in Rs.</li> </ul> Long term <ul style="list-style-type: none"> <li>• Up to 15/6 in Rs.</li> <li>• 16/6 to 15/9 in Rs.</li> <li>• 16/9 to 15/12 in Rs.</li> <li>• 16/12 to 15/3 in Rs.</li> <li>• 16/3 to 31/3 in Rs.</li> </ul>
<b>D. Income from Other Sources</b>		
1	(a) Income (other than income from race horses) : (i) Dividends (ii) Interest (iii) Winnings from lotteries, crossword puzzles, races,	In Rs. In Rs. In Rs.

	etc. (iv) Rental income from machinery, plants, buildings, etc. (v) Others Total (b) Less: Deductions under section 57 : (i) Depreciation (ii) Other deduction Total (c) Net income [(a) — (b)]	In Rs.  In Rs. In Rs.  In Rs. In Rs. In Rs. In Rs.
2	(a) Income from race horses (b) Less : Deductions under section 57 (c) Net income from race horses	In Rs. In Rs. In Rs.
3	Brought forward loss from race horses adjusted with, 2(c)	In Rs.
4	Balance income from race horses [2(c)-3]	In Rs.
5	Current year's loss from sources other than race horses, if any, adjusted with 4	In Rs.
6	Income chargeable under the head "Income from other sources" (Profits from all sources under the head including from race horses)	In Rs.
7	Current year's loss remaining unadjusted, if any : (i) Loss from race horses (ii) Loss from sources other than race horses	In Rs. In Rs.

**E. Statement of set-off of current year's loss and brought forward house property loss – u/s 71/71A**

Fill in this sub-part only if the company has loss from any of the following sources for set-off against income from any other sources. Else, write N.A.:

1	Amount of loss arising from house property (see item A6)	In Rs.
2	Amount of loss from business (excluding speculation loss) [see item B16(ii)]	In Rs.
3	Amount of loss from other sources (excluding loss from race horses) [see item D7(ii)]	In Rs.
4	Amount of loss, from house property brought forward from assessment years 1993-94 and 1994-95	In Rs.
5	Head/Source of income( House property, business (including profits from speculation business), short-term capital gain, long-term capital gain, other sources (including profit from race horses)) • income of previous year • house property loss of the	

	previous year set off <ul style="list-style-type: none"> <li>• Business loss (other than speculation loss) of the previous year set off</li> <li>• Other sources loss (other than loss from race horses) of the previous year set off</li> <li>• Brought forward house property loss set off</li> <li>• Current year's income remaining after set off</li> </ul>	
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<b>F. Unabsorbed losses and allowances brought forward from preceding assessment years</b>		
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1	Assessment year, date on which return filed, house property loss, speculation business loss, Other business loss, business depreciation, investment allowance, capital loss, any other loss/allowance <ul style="list-style-type: none"> <li>• 8<sup>th</sup></li> <li>• 7<sup>th</sup></li> <li>• 6<sup>th</sup></li> <li>• 5<sup>th</sup></li> <li>• 4<sup>th</sup></li> <li>• 3<sup>rd</sup></li> <li>• 2<sup>nd</sup></li> <li>• 1<sup>st</sup></li> <li>• total amount brought forward amount set off against current year's income</li> </ul>	
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<b>G. Statement of Losses and Allowances to be carried forward</b>		
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1	Head/ Source of income (House Property, business (other than speculation business), speculation business, capital gain, race horses) <ul style="list-style-type: none"> <li>• Brought forward loss from preceding year carried forward</li> <li>• Current year's loss carried forward</li> <li>• Brought forward allowance from preceding year carried forward</li> <li>• Current year's allowance carried forward</li> </ul>	
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<b>H. 30 PER CENT OF BOOK PROFITS UNDER SECTION 115JA</b>		
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1	Net profit	In Rs.
2	Adjustments:	<ul style="list-style-type: none"> <li>• Add</li> <li>• Deduct</li> </ul>
3	Total of Adjustments	<ul style="list-style-type: none"> <li>• Add</li> <li>• Deduct</li> </ul>
4	Balance after adjustment of 1 and 3 Above Book Profit	In Rs.
5	Thirty per cent of book profit	In Rs.
6	Details of tax credit carried forward and set off under section 115JAA.	





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	(Mercantile/Cash/Mixed)	
5	Method of stock valuation	
6	Particulars of the Managing Director, Principal Officer, Secretary and whole time Directors of the company: <ul style="list-style-type: none"> <li>• <i>Names</i></li> <li>• <i>Designation</i></li> <li>• <i>Residential Address</i></li> <li>• <i>Permanent account number/GIR number</i></li> </ul>	
7	Deductions claimed under Chapter IV: <ul style="list-style-type: none"> <li>• <i>u/s</i></li> <li>• <i>Code</i></li> <li>• <i>Amount(Rs.)</i></li> </ul>	
8	In case the accounts of the company are required to be audited under section 44AB, have you furnished the audit report before furnishing this return ?	
9	If yes, date of furnishing the audit report (If the audit report has been furnished before filing this return, attach a copy with this return and proof of furnishing the original. If the audit report has not been furnished earlier attach a copy of the report with this return.) <b>Note:</b> This return will be considered defective if you do not attach the documents referred to in clauses (bb), (d), (e) and (f) of the <i>Explanation</i> to section 139(9).	
<b>Part V Income claimed Exempt</b>		
1	<ul style="list-style-type: none"> <li>• <i>Nature of income</i></li> <li>• <i>Amount (Rs.)</i></li> <li>• <i>Exempt under section</i></li> </ul>	

## Appendix II : Tax Terms

### Assessee

Any person who is deemed to be an assessee in default under any provision of the Income Tax Act or any person in respect of whom any proceeding under this Act has been taken for the assessment of his income or of the income of any other person in respect of which he is assessable, or of the loss sustained by him or by such other person, or of the amount of refund due to him or to such other person;

### Assessing Officer

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The Income Tax Officer, or the Assistant Commissioner of Income Tax, or the Deputy Commissioner of Income Tax, or the Joint Commissioner of Income Tax, having jurisdiction over an assessee The Assessing Officer makes the assessment and collects taxes under the Act.

**Assessment year**

The period of twelve months commences on the 1st day of April every year.

**Heads of income**

Under Indian law income or loss is first assessed under a particular head of income in accordance with the mode of computation laid down in the provisions relating to that 'head of income'. The total income assessable under the Act is the aggregation of all heads of income. The heads of income are:

1. Salaries
2. Income from House Property
3. Profits and Gains of Business or Profession.
4. Capital Gains
5. Income from Other Sources.

**Person**

A person includes

1. An individual
2. A Hindu Undivided Family (HUF)
3. A Company
4. A Firm
5. An Association of Persons or a Body of Individuals whether incorporated or not.
6. A Local Authority &
7. Every artificial juridical person not falling within any of the preceding categories

**Previous year**

The Financial Year in which the income is earned is known as the previous year. Any financial year begins from 1st of April and ends on subsequent 31st March. The financial year beginning on 1st of April 1998 and ending on 31st March 1999 is the previous year for the assessment year 1999-2000.

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### Appendix III : List of eBiz Services

S. No.	Name of the Service	Department	Document Reference
<b>Government of India</b>			
1	Issue of Name Availability Letter under the Companies Act, 1956	Department for Company Affairs	GoI-I
2	Issue of Certificate of Incorporation under the Companies Act, 1956		GoI-II
3	Issue of Certificate for Commencement of Business under the Companies Act, 1956		GoI-III
4	Issue of Permanent Account Number under the Income Tax Act, 1961	<b>Central Board of Direct Taxes</b>	GoI-IV
<b>5</b>	<b>Filing of Returns by Companies under the Income Tax Act, 1961</b>		<b>GoI-V</b>
6	Excise Tax registration under the Central Excise Act, 1944	Central Board of Excise and Customs	GoI-VI
7	Filing Monthly Returns under the Central Excise Act, 1944		GoI-VII
8	Service Tax Registration under the Central Excise Act, 1944		GoI-VIII
9	Filing Halfyearly Service Tax Returns under the Central Excise Act, 1944		GoI-IX
10	Issue of Industrial Entrepreneur Memoranda under the Industries (Development and Regulation) Act, 1951	Department for Industrial Policy and Promotion	GoI-X
11	Issue of Industrial License under the Industries (Development and Regulation) Act, 1951		GoI-XI
12	Issue of Importer Exporter Code under the Foreign Trade(Development and Regulation) Act, 1992	Directorate General of Foreign Trade	GoI-XII
13	Filing of FC-GPR under the Foreign Exchange Management Act, 1999	Reserve Bank of India	GoI-XIII
14	Application for Environmental Clearance under the Environment (Protection) Act, 1986	Ministry for Environment and Forests	
<b>Andhra Pradesh</b>			
15	Registration under Andhra Pradesh General Sales Tax Act, 1957 and Central Sales Tax Act, 1956	Commercial Taxes Department	AP-I
16	Filing of Returns under the Andhra Pradesh General Sales Tax Act, 1957		AP-II
17	Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951	Commissionerate of Industries	AP-III
18	Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951		AP-IV
19	Registration under the Andhra Pradesh Shops and Establishment Act,1988	Commissionerate of Labour	AP-V
20	Registration and Grant of License under the Factories Act, 1948	Department of Factories	AP-VI
21	Filing of Annual Returns under the Factories Act, 1948		AP-VII
22	Payment of Property Tax under the Hyderabad Municipal Corporation Act, 1955	Municipal Corporation of Hyderabad	AP-VIII
23	Consent For Establishment under the Water Act, 1974 and the Air Act, 1981 for SSI units not falling under the highly polluting categories	Andhra Pradesh Pollution Control Board	AP-IX

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S. No.	Name of the Service	Department	Document Reference
24	Application and sanction of new electric power connection	Central Power Distribution Company of Andhra Pradesh Limited	AP-X
<b>Haryana</b>			
25	Registration under the Haryana Value Added Tax Act, 2003 and Central Sales Tax Act, 1956	Excise and Taxation Department	HY-I
26	Filing of Returns under Haryana Value Added Tax Act, 2003		HY-II
27	Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951	Department of Industries	HY-III
28	Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951		HY-IV
29	Registration under the Punjab Shops and Commercial Establishments Act, 1958	Labour Department	HY-V
30	Registration and Grant of license under Factories Act, 1948	Office of Chief Inspector of Factories	HY-VI
31	Filing of Annual Returns under the Factories Act, 1948		HY-VII
32	Payment of Property Tax under the Haryana Municipal Act, 1973	Gurgaon Municipal Council	HY-VIII
34	Consent For Establishment under Water Act, 1974 and Air Act, 1981	Haryana State Pollution Control Board	HY-IX
33	Application and sanction of electric power connection	Dakshin Haryana Bijli Vitran Nigam Limited	HY-X
<b>Maharashtra</b>			
35	Registration Under Bombay Sales Tax Act 1959 and Central Sales Tax Act, 1956	Sales Tax Department	MH-I
36	Filing of Returns under the Bombay Sales Tax Act 1959		MH-II
37	Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951	Industries Department	MH-III
38	Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951		MH-IV
39	Registration under Bombay Shops and Establishments Act, 1948	Industry, Energy and Labour Department	MH-V
40	Registration and Grant of license under the Factories Act, 1948	Department of Industrial Safety and Health	MH-VI
41	Filing of Annual Returns under the Factories Act, 1948		MH- VII
42	Payment of Property Tax under the Mumbai Municipal Corporation Act, 1988	Thane Municipal Corporation	MH- VIII
43	Consent For Establishment for units in the Green Category under the Water Act, 1974 and Air Act, 1981	Maharashtra Pollution Control Board	MH- IX
44	Sanction for a New Power Connection	Maharashtra State Electricity Board	MH- X
45	Permission to charge the line	Public Works Department	MH-XI

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Note:

1. Due to the process linkages dealer registration under the respective state sales tax act and the Central Sales Act has been considered as a single service.
2. SSI refers to Small Scale Industry
3. Permission to charge the line is specific to the state of Maharashtra. This is obtained during the process of obtaining a new power connection from Maharashtra State Electricity Board.