

E-FILING of Income Tax Return

(ITR 1 SAHAJ -Resident)

AY : 2019-20

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1. Log into <http://58.84.20.220:8089/downloadcenter/> using Employee code as Username



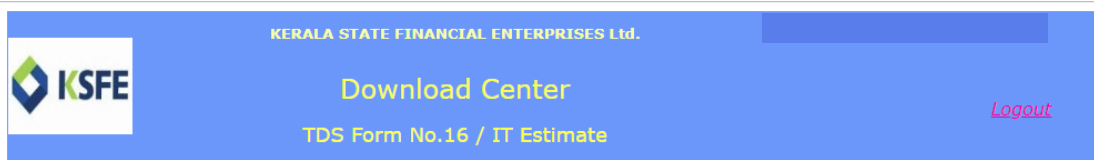
Username

Password


Login

Help Line No.s
P&HR : 9447798899, 9447797712
Central Accounts : 9447798855

2. Download **FORM 16** from the Download Link



Income Tax Estimate for the FY 2018-19

Sl.No.	Particulars	Period	Download Link
1	Circulars		Download
2	Form No.10 E (89(1) relief)	2018-19	NA
3	Form No.16 Part A	2018-19	Download
4	Form No.16 Part B 	2018-19	Download
5	Payslip		Download

2. Login to E-FILING website of Income Tax Department using your PAN number and Password. (www.incometaxindiaefiling.gov.in)

3. Enter the Captcha code as shown in the screen and Click **Login**

4. Select *Filing of Income Tax Return* from Dashboard

Income Tax Return

PAN *	DEPPS8684G
Assessment Year *	2019-20
ITR Form Number *	ITR-1
Filing Type *	Original/Revised Return
Submission Mode *	Prepare and Submit Or

- The following details shall be prefilled in the ITR form:-
- PAN, Name, Date of Birth shall be prefilled from PAN database.
 - Address, Aadhaar Number, mobile number and e-mail ID shall be prefilled from e-Filing Profile (Please update e-Filing Profile before proceeding).
 - Tax Payment, TDS and TCS details shall be prefilled from Form 26AS.
 - Details of Salary Income, allowances and deductions shall be prefilled from Annexure II of Form 24Q.
 - Type of House Property shall be prefilled from last filed ITR.
 - Details of Income from House property shall be prefilled from Form 26AS.
 - Details of Interest income from Term Deposit shall be prefilled from Form 26AS.
 - Details of Interest income details (u/s 244A) from Income Tax Refund.
 - Tax relief u/s 89 shall be prefilled from Annexure II of Form 24Q.
 - Bank account details shall be prefilled from last filed ITR and e-Filing Profile.
 - Verification Details - Self/Representative PAN details as applicable based on Logged in PAN.

Bank account details

S.No	Bank Account Number	IFS Code	Bank Name	Source	Select Account for Refund Credit
1	34291519145	SBIN0017230	STATE BANK OF INDIA	Latest ITR	<input type="checkbox"/>
2	10320100411446	FDRL0001032	FEDERAL BANK	Latest ITR	<input type="checkbox"/>

NEW

I want to use Hindi Form to prepare and submit

Continue Cancel

Select Assessment Year : **2019-20**

ITR Form Name : **ITR-1**

Filing Type : **Original/Revised Return**

Submission Mode : **Prepare and Submit Online**

NEW

Select the Bank Account from list (if any) for refund credit.

Click  Button

NOTE :- REMEMBER TO SAVE DATA ENTERED FREQUENTLY CLICKING **SAVE DRAFT** BUTTON

4. Read the **Instructions** Page carefully.

5. Click **NEXT**

Preview & Submit Save Draft Exit



Instructions **Part A General Information** Computation of Income and Tax Tax Details Taxes Paid And Verification Donations-80G Donation-80GGA

Part A General Information			
PAN *	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
Aadhaar Number	<input type="text"/>	OR	Aadhaar Enrolment Id <input type="text"/>
Date of Birth*	<input type="text"/>	Mobile Number*	91 <input type="text"/>
Email Address*	<input type="text"/>		
Address			
Flat/ Door/ Block No*	<input type="text"/>	Name of Premises/Building/Village	<input type="text"/>
Road/ Street/ Post Office	<input type="text"/>	Area/ Locality*	<input type="text"/>
Town/ City/ District*	<input type="text"/>	State*	KERALA ▼
Country*	INDIA ▼	Pin Code*	<input type="text"/>
Nature of employment*	Select ▼		
A20.	<input checked="" type="radio"/> Filed u/s <input type="radio"/> Receipt number Filed in Response to Notice u/s	Filed u/s *	139(1)-On or before due date ▼
If revised/defective			
Receipt number	<input type="text"/>	Date of filing of original return (DD/MM/YYYY)	<input type="text"/>
If Filed in response to notice u/s 139(9)/142(1)/148/153A/153C or order u/s 119(2)(b)-			
Unique number	<input type="text"/>	Date of such Notice/Order	<input type="text"/>

6. PART A General Information Form will be Pre-filled with your personal details from PAN Database . Verify the details such as Aadhar No., Mobile Number, E-mail Address etc. and modify if necessary.

7. Enter Aadhar Number if not entered.

8. Select Nature of Employment : **Public Sector Unit**

9. Select **On or before due date** for Return filed u/s Field.

Click  Button

10. Enter necessary Fields as in Form 16 in the Computation of Income & Tax Tab (*It is important to verify your form 26AS and ensure the TDS details in the 26AS and your Return are same.*)

Part B Gross Total Income				
B1	(i)	Gross Salary(ia+ib+ic)		0
	(a)	Salary as per section 17(1)		0
Salary / Pension	(b)	Value of perquisites as per section 17(2)		0
	(c)	Profits in lieu of salary as per section 17(3)		0
	ii.	Less: Allowances to the extent exempt u/s 10 (Ensure that it is included in salary income u/s 17(1)/17(2)/17(3))		0
Salary / Pension	Sl.No.	Nature of Exempt Allowance	Description (If Any Other selected)	Amount
	1	<input type="checkbox"/> Select		
		<input type="button" value="+ Add"/>	<input type="button" value="X Delete"/>	
	(iii)	Net Salary(i-ii)		0
	(iv)	Deductions u/s 16 (iva + ivb+ivc)		2500
Salary / Pension	(a)	Standard deduction u/s 16(ia)		0
	(b)	Entertainment allowance u/s 16(ii)		0
	(c)	Professional tax u/s 16(iii)		2500
	(v)	Income chargeable under the Head "Salaries"(iii - iv)		0
B2.	Type of House Property			Select
House Property	(i)	Gross rent received/ receivable/ lettable value during the year		0
	(ii)	Tax paid to local authorities		0
	(iii)	Annual Value (i-ii)		0
	(iv)	30% of Annual Value		0
	(v)	Interest payable on borrowed capital		0
	(vi)	Arrears/Unrealized Rent received during the year less 30%		0
	(vii)	"Income chargeable under the head House Property(iii-iv-v)+vi"		0
<small>Note: Maximum Loss from House property that can be set-off is INR 2,00,000.To avail the benefit of carry forward and set off of loss,please use ITR-2</small>				
B3.	Income from Other Sources			412
	Sl.No.	Nature of Income	Description (If Any Other selected)	Amount
	1	<input type="checkbox"/> Interest from Income		412
		<input type="button" value="+ Add"/>	<input type="button" value="X Delete"/>	
		Less: Deduction u/s 57(ia) (In case of family pension only)		
B4.	Gross Total Income (B1+B2+B3)(If loss, put the figure in negative)			412

NEW

If you are eligible for Tax exemption for **HRA,LTC** (for Pensioners DCRG, Commuted Pension, Terminal Leave encashment etc) enter each item by selecting from the list.(B1(ii)) . Ensure to include HRA,LTC etc in gross salary (17(1), 17(2))

Enter the **Standard Deduction Rs.40000/-** in the **iv(a)** cell

NEW **Standard Deduction:** From FY 2018-19 onwards you can claim Rs.40000 as Standard Deduction directly from your salary Income. Certificates or any documents not necessary for Standard deduction.

Enter the Professional Tax paid in the **iv(c)** cell which is exempted from tax U/s 16.

If you have a Housing Loan you have to enter the Interest paid details in the **B2(v)** Section. Select Type of House Property to **Self Occupied** and

the Interest paid amount in the *Interest Payable on Borrowed capital* field.

If TDS deducted from your FD Interest fill the Interest details in the B3 section as *Income from Other Sources*.

PART C

Part C - Deductions and Taxable Total Income			
Section		Amount	System Calculated
80C-Life insurance premia, deferred annuity, contributions to provident fund, subscription to certain equity shares or debentures, etc.		<input type="text" value="0"/>	<input type="text" value="0"/>
80CCC-Payment in respect Pension Fund, etc.		<input type="text" value="0"/>	<input type="text" value="0"/>
80CCD(1)-Contribution to pension scheme of Central Government		<input type="text" value="0"/>	<input type="text" value="0"/>
80CCD(1B)-Contribution to pension scheme of Central Government		<input type="text" value="0"/>	<input type="text" value="0"/>
80CCD(2)-Contribution to pension scheme of Central Government by employer		<input type="text" value="0"/>	<input type="text" value="0"/>
80CCG-Investment made under an equity savings scheme		<input type="text" value="0"/>	<input type="text" value="0"/>
80D			
(A) Health Insurance Premium	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(B) Medical expenditure	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(C) Preventive health check-up	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
80DD -Maintenance including medical treatment of a dependant who is a person with disability	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
80ddb-Medical treatment of specified disease	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
80E-Interest on loan taken for higher education		<input type="text" value="0"/>	<input type="text" value="0"/>
80EE-Interest on loan taken for residential house property		<input type="text" value="0"/>	<input type="text" value="0"/>
80G-Donations to certain funds, charitable institutions, etc		<input type="text" value="0"/>	<input type="text" value="0"/>
80GG-Rent paid		<input type="text" value="0"/>	<input type="text" value="0"/>
80GGA-Certain donations for scientific research or rural development		<input type="text" value="0"/>	<input type="text" value="0"/>
80GGC-Donation to Political party		<input type="text" value="0"/>	<input type="text" value="0"/>
80TTA-Income from Interest on saving bank Accounts		<input type="text" value="0"/>	<input type="text" value="0"/>
80TTB- Interest on deposits in case of senior citizens		<input type="text" value="0"/>	<input type="text" value="0"/>
80U-In case of a person with disability	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C1. Total Deductions		<input type="text" value="0"/>	<input type="text" value="0"/>
<i>Note: Total deductions under chapter VI A cannot exceed GTI.</i>			
C2. Total Income(B4 - C1)			<input type="text" value="410"/>
Exempt income: For reporting Purposes			
Sl.No.	Nature of Income	Description (If Any Other selected)	Amount
1	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Total Amount			<input type="text" value="0"/>
<input type="button" value="+ Add"/> <input type="button" value="X Delete"/>			

If there is any eligible deductions (Tution Fees , LIC Premium, Health Insurance Premium etc) not reported to HR department , now you can enter the amount in the corresponding fields . Tax deduction will be allowed accordingly. No need to send the Receipts and documents to HO but you have to keep safely these documents for any further enquiry by Income Tax department.

Note: *Column 80G (Eligible amount to donation to ChiefMinisters Flood Relief Fund) will be automatically filled on Submitting the Details in the 80 G Tab. Ignore now and go ahead (or you can Enter the details in the 80G part in advance . Details for this are listed in the Last part of this Notes)*

PART D automatically shows the Tax Payable

Enter the **D6** cell with **Relief** amount as shown in your Form 16

Total Tax Payable after all deductions and Relief (if any) will be shown automatically in **D11** cell. Verify the Tax amount with your Form 16.

Part D - COMPUTATION OF TAX PAYABLE		
D1.	Tax Payable on Total Income(C2)	<input type="text" value="0"/>
D2.	Rebate u/s 87A	<input type="text" value="0"/>
D3.	Tax after Rebate(D1-D2)	<input type="text" value="0"/>
D4.	Cess on D3	<input type="text" value="0"/>
D5.	Total Tax & Cess (D3+D4)	<input type="text" value="0"/>
D6.	Relief u/s 89(1) (Please ensure to submit Form 10E)	<input type="text" value="0"/>
	Balance Tax After Relief (D5-D6)	<input type="text" value="0"/>
D7.	Interest u/s 234A	<input type="text" value="0"/>
D8.	Interest u/s 234B	<input type="text" value="0"/>
D9.	Interest u/s 234C	<input type="text" value="0"/>
D10.	Fee u/s 234F	<input type="text" value="0"/>
	Total Interest and Fee Payable(D7 + D8 + D9 + D10)	<input type="text" value="0"/>
D11.	Total Tax, Fee and Interest(D5+D7 + D8 + D9 + D10 - D6)	<input type="text" value="0"/>

Total Tax Payable

Preview & Submit

 Save Draft

 Exit

Click Button

Tax Details Tab

Instructions	Part A General Information	Computation of Income and Tax	Tax Details	Taxes Paid And Verification	80G	
Note: Please click on the refresh button to get the TDS/TCS/IT details as available with e-Filing. <input type="button" value="Refresh"/>						
Sch-TDS 1 - Details of Tax Deducted at Source from SALARY [As per FORM 16 issued by Employer(s)]						
Sl.No.	Tax Deduction Account Number(TAN) [Col (1)]	Name of Deductor [Col (2)]	Income chargeable under Salaries [Col (3)]	Total tax deducted [Col (4)]		
1	<input type="checkbox"/> CHNK00206D	KERALA STATE FINANCIAL E	633734	39700		
Total				39700		
<input type="button" value="+ Add"/> <input type="button" value="X Delete"/>						
Sch-TDS 2 -Details of Tax Deducted at Source from Income OTHER THAN Salary [As per Form 16 A issued by Deductor(s)]						
Sl.No..	Tax Deduction Account Number (TAN) of the Deductor [Col (1)]	Name of the Deductor [Col (2)]	Amount which is subject to tax Deduction [Col (3)]	Year of tax deduction [Col (4)]	Tax Deducted [Col (5)]	Amount out of (5) claimed this year [Col (6)]
1	<input type="checkbox"/>			Select ▼		
Total						0
<input type="button" value="+ Add"/> <input type="button" value="X Delete"/>						
Sch-TDS 3 - Details of Tax Deducted at Source [As per Form 26QC furnished by the Deductor(s)]						
Sl.No..	Permanent Account Number of the Tenant [Col (1)]	Name of the Tenant [Col (2)]	Amount which is subject to tax Deduction [Col (3)]	Year of tax deduction [Col (4)]	Tax Deducted	Amount out of (5) claimed this year [Col (6)]

1. Sch-TDS 1 Schedule shows TDS already deducted. The amount comes from the quarterly TDS returns filed by our HO. Verify the amount with your form 16. If any short fall contact with our P&HR department.

2. Sch- TDS-2 (TDS from income Other than Salary) shows TDS from Interest Income Etc. The amount should tally with B2 Section in PART A

Click  Button

NOTE :- REMEMBER TO SAVE DATA ENTERED FREQUENTLY CLICKING **SAVE DRAFT** BUTTON

Tax Paid And Verification Tab

Instructions	Part A General Information	Computation of Income and Tax	Tax Details	Taxes Paid And Verification	80G
Total Taxes Paid					
"PLEASE NOTE THAT CALCULATED FIELDS (IN GREY) ARE PICKED UP FROM OTHER SCHEDULES AND ARE NOT TO BE ENTERED. For ex : The taxes paid figures below will get filled up when the Schedules linked to them are filled."					
D12(i).	Total Advance Tax Paid	<input type="text" value="0"/>	D12(ii).	Total Self Assessment Tax Paid	<input type="text" value="0"/>
D12(iii).	Total TDS Claimed	<input type="text" value="39700"/>	D12(iv).	Total TCS Claimed	<input type="text" value="0"/>
D12(v).	Total Taxes Paid (D12[(i)+(ii)+(iii)+(iv)])				<input type="text" value="39700"/>
D13.	Amount Payable(D11 - D12)(if D11 > D12)				<input type="text" value="0"/>
D14.	Refund(D12 - D11)(if D12 > D11)				<input type="text" value="39700"/>
Exempt Income(For reporting purposes)					
i.	Sec.10(38) (Exempted Long term Capital Gains)			<input type="text" value="0"/>	
ii.	Sec.10(34) (Exempted Dividend Income)			<input type="text" value="0"/>	
iii.	Agriculture Income(<= Rs.5000)			<input type="text" value="0"/>	
iv.	Others				
Sl.No.	Nature of Income	Description (If Any Other selected)	Amount		
1	<input type="checkbox"/> Select	<input type="text"/>	<input type="text"/>		
Total				<input type="text" value="0"/>	
<input type="button" value="+ Add"/> <input type="button" value="X Delete"/>					

Verify the TDS amount Paid shown in **D12(v)** .

If Excess amount paid as TDS it will be shown in the **D14** Column. It will be refunded to your registered Bank account on successful verification of your Return.

If any shortfall it will be shown in the **D13** column. You have to pay the tax before submission of Return. You can Pay the short amount by Clicking '**e-pay Tax**' button through Net Banking or Debit Card.

e-Pay Tax : On clicking you will be directed to the NSDL website for E-payment of Tax. E-challan (ITNS-280) will be generated automatically with type of Payment **Self Assessment Tax**. Select Net banking or Debit card. Click **proceed** and select **Submit to Bank** .On successful payment open the challan by clicking **Download challan/View challan** option. In the **Tax details** tab of the e-filing website Enter the challan details in the **Sch-IT** (Advance & Self-assessment Tax) and **Save** . Go to next Tab (Taxes paid & Verification) and ensure **Tax payable** is zero.

PART E

Enter the Bank Details in the PART E. Bank entered in the first row is very important since the refund, if any will be credited to this account. Enter Other Bank accounts (if Any) also.

Part E - Other Information			
D15.Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts) *			
a) Bank Account in which refund, if any, shall be credited			
S.No.	IFS Code of the bank	Name of the bank	Account Number (the number should be 9 digits or more as per CBS system of the bank)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Other Bank Account details			
S.No.	IFS Code of the bank	Name of the bank	Account Number (the number should be 9 digits or more as per CBS system of the bank)
2	<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add"/> <input type="button" value="X Delete"/>			
Verification			
I,* ANEESHRAJ RAJENDRAN son/daughter of * RAJENDRAN PILLAI solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and in accordance with the provisions of the Income- tax Act 1961,			
I further declare that I am making this return in my capacity as <input type="text"/> and I am also competent to make this return and verify it. I am holding permanent account number* DEPPS884G			
Place *		Date * 03/07/2018	
If the return has been prepared by a Tax Return Preparer (TRP) give further details below:			
Identification No. of TRP	Name of TRP	If TRP is entitled for any reimbursement from the Government, amount thereof	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Preview & Submit"/> <input type="button" value="Save Draft"/> <input type="button" value="Exit"/>			

Enter the details in the *Verification* Part . Type in my Capacity as **Self**. Enter Place.

NEW

Note

1. Submission date is the system date of e-Filing portal of Income Tax Department. The same is available in the Acknowledgement/ITR-V generated after submission of return.
2. Verification Date is the date of e-Verification at e-Filing portal of Income Tax Department or the date of receipt of ITR-V at CPC, Bengaluru. The same will be available in View Returns/Forms option of e-Filing portal. In case of e-Verification, it is available in Acknowledgement.

Please select the verification option

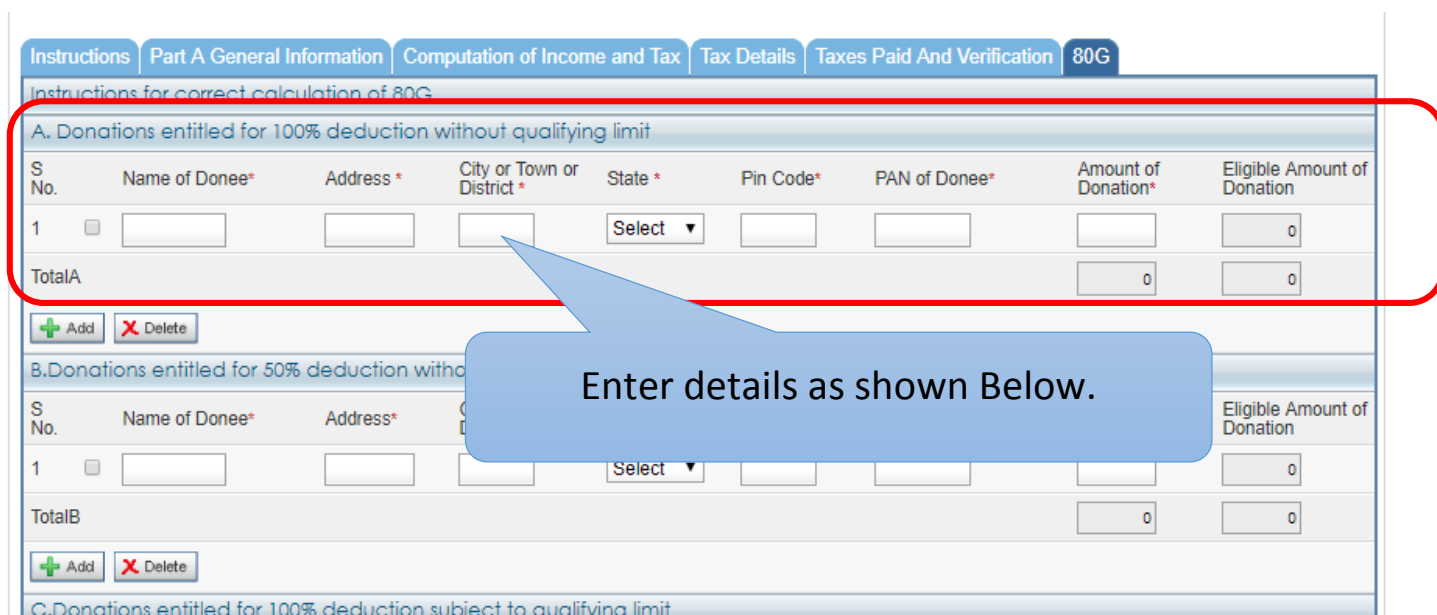
- I would like to e-Verify (Please ensure that you have valid Aadhar/Prevalidated Bank account/Prevalidated Demat account/Digital Signature certificate registered in e-Filing against your PAN to use this option)
- I would like to e-Verify later within 120 days from date of filing.
- I don't want to e-Verify and would like to send signed ITR-V through normal or speed post to "Centralized Processing Center, Income Tax Department, Bengaluru - 560 500" within 120 days from date of filing

In the Bottom Select the Verification Option

If your mobile Number is linked with Aadhar Select ***Aadhar OTP option*** . An OTP will be received in your mobile and is valid for 30 minutes. You have to complete filing activity before the OTP expires. Otherwise select ***Signed ITR-V Option*** (You have to send the Signed ITR-V form to Central Processing Unit Bangalore for processing your Return)

Click  button

Enter the Mandatory fields in the **80G** Tab . Donation to the **Chief Ministers Distress Relief fund (Flood Relief)** qualifies for 100% Tax Exemption.



S No.	Name of Donee*	Address *	City or Town or District *	State *	Pin Code*	PAN of Donee*	Amount of Donation*	Eligible Amount of Donation
1				Select				0
TotalA							0	0

Enter details as shown Below.

S No.	Name of Donee*	Address*	City or Town or District *	State *	Pin Code*	PAN of Donee*	Amount of Donation*	Eligible Amount of Donation
1				Select				0
TotalB							0	0

Details for filling 80G Schedule

Name of Donee : Kerala Government
Address : Thiruvananthapuram- 695001
City/ Town : Thiruvananthapuram
State : Kerala
Pincode : 695001
PAN of Donee : **AAAGD0584M** .
Amount : as in Form 16

Click *Preview & Submit* Button. Verify the **ITR1** preview carefully. If all the details are correct Click *Submit* Button. On successful Submission a *Confirmation Message* will be received.

Relief U/s 89(1) is available only on any Arrear pay. If form 16 issued from HO shows any Relief amount, such employees can claim relief U/s 89(1) and should ensure to file Form 10E

E-Verification of Return

For E-verification Select *View Returns /Form* from Dash Board. Select **Income Tax Return** > Click **Submit** > **Click here to view your returns pending for e-verification**. E-verify your return through Aadhar OTP or Take print out of **Form ITR-V** (acknowledgement) sign in blue ink and send to CPC , Bangalore in Ordinary/speed post within 120 days.