

VIVEKANANDA COLLEGE
THAKURPUKUR
KOLKATA-700063

NAAC ACCREDITED 'A' GRADE



Topic: E-FILING

Course Title: B.Com (UNDER CBCS SYSTEM)

Paper: COMPUTERISED ACCOUNTING AND E-FILING

Unit: 03

Semester: 6TH Semester

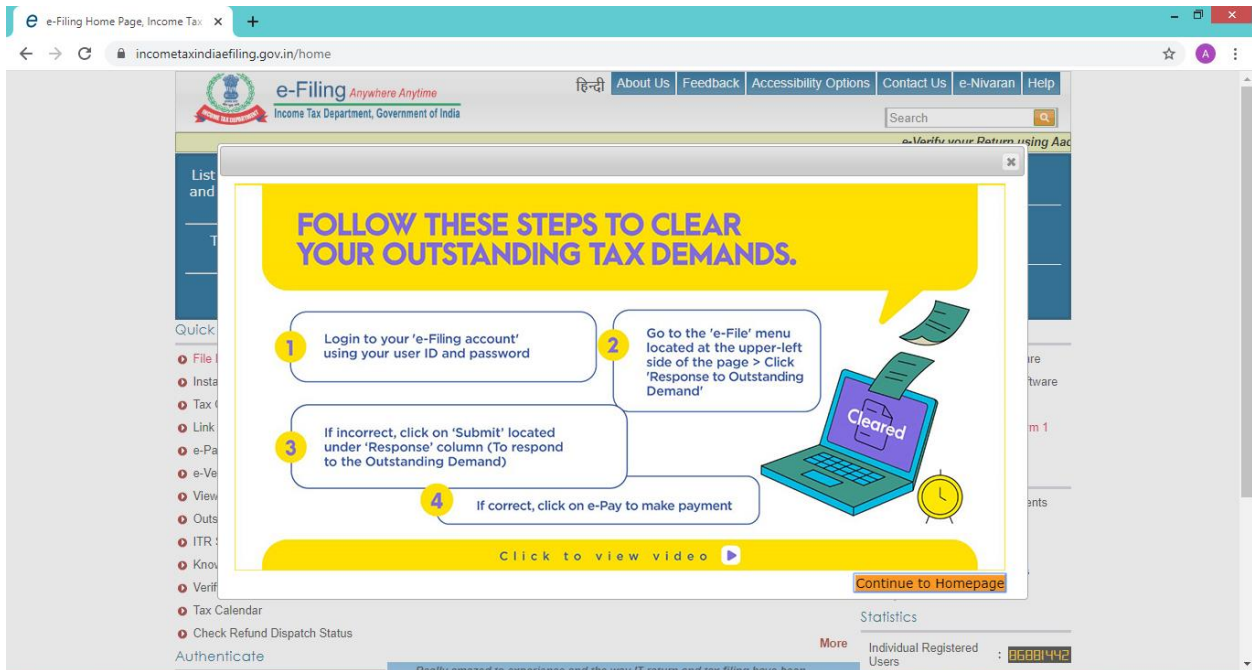
Name of the Teacher: AKASH BALMIKI

Name of the Department: COMMERCE

E-FILING

OFFLINE FILING OF RETURNS

STEP 1: Go to www.incometaxindiaefiling.gov.in The page given below shall appear.



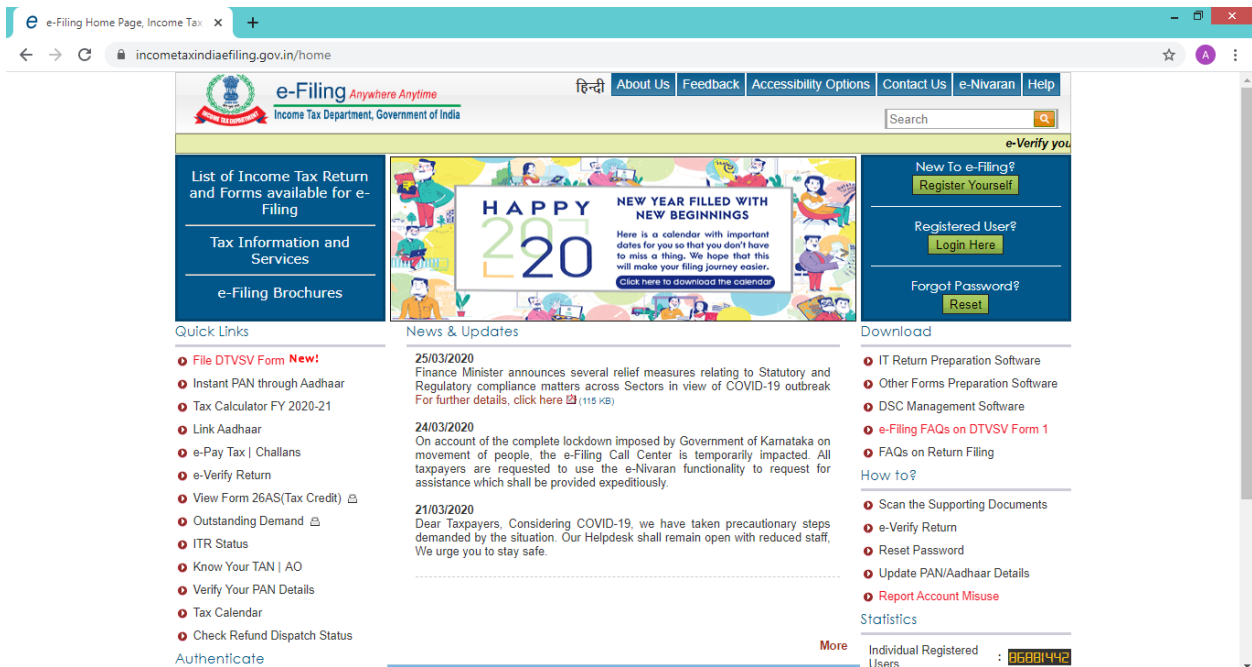
The screenshot shows the e-Filing website interface. A prominent yellow box with a white border contains the following instructions:

FOLLOW THESE STEPS TO CLEAR YOUR OUTSTANDING TAX DEMANDS.

- 1 Login to your 'e-Filing account' using your user ID and password
- 2 Go to the 'e-File' menu located at the upper-left side of the page > Click 'Response to Outstanding Demand'
- 3 If incorrect, click on 'Submit' located under 'Response' column (To respond to the Outstanding Demand)
- 4 If correct, click on e-Pay to make payment

Below the instructions, there is a play button icon and the text "Click to view video". To the right of the instructions is an illustration of a laptop displaying "Cleared" and a clock. At the bottom right of the box is a "Continue to Homepage" button.

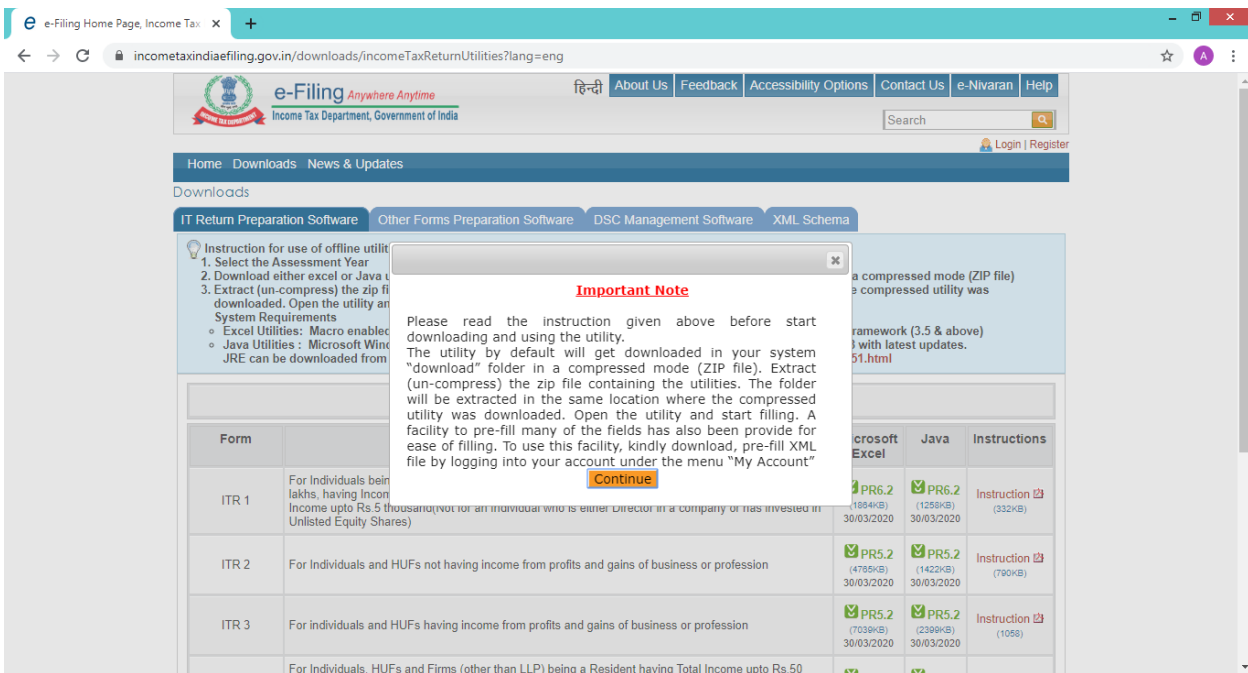
Click on the **Cross** button to remove the box



The screenshot shows the e-Filing website interface with the yellow box removed. The page layout includes:

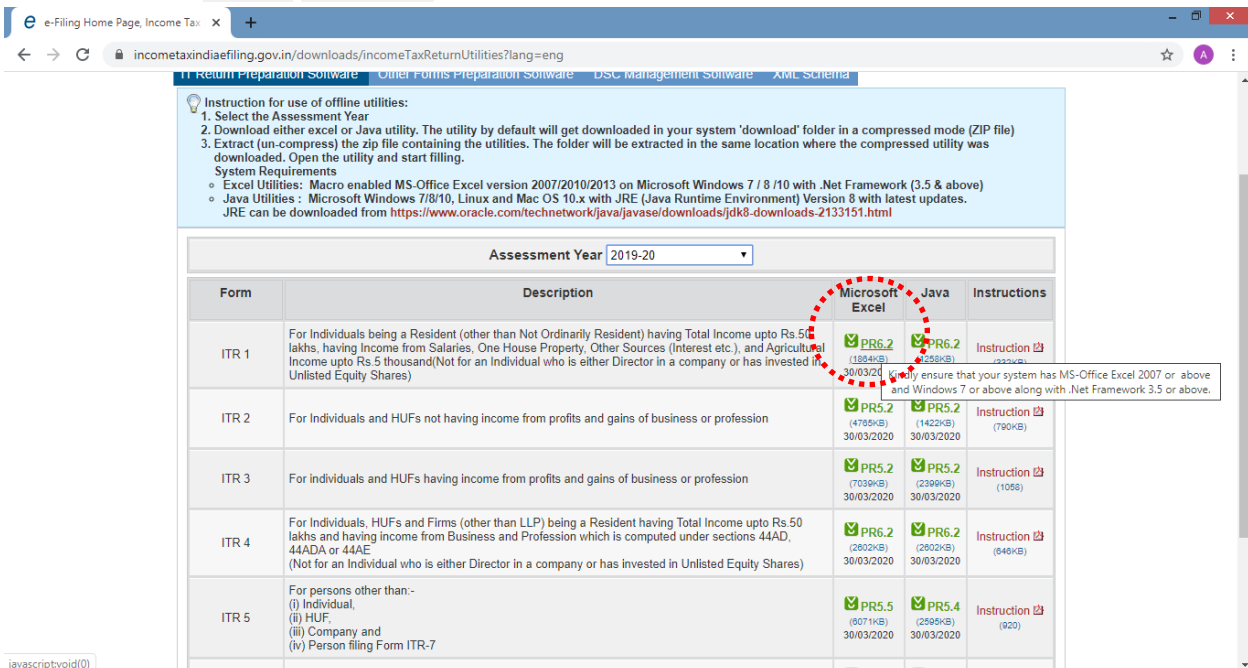
- Navigation Bar:** e-Filing Anywhere Anytime, Income Tax Department, Government of India. Language: हिन्दी. Links: About Us, Feedback, Accessibility Options, Contact Us, e-Nivaran, Help.
- Search Bar:** Search
- Left Sidebar:** List of Income Tax Return and Forms available for e-Filing, Tax Information and Services, e-Filing Brochures, Quick Links (File DTVS Form New!, Instant PAN through Aadhaar, Tax Calculator FY 2020-21, Link Aadhaar, e-Pay Tax | Challans, e-Verify Return, View Form 26AS(Tax Credit), Outstanding Demand, ITR Status, Know Your TAN | AO, Verify Your PAN Details, Tax Calendar, Check Refund Dispatch Status), Authenticate.
- Center Content:** News & Updates. 25/03/2020: Finance Minister announces several relief measures relating to Statutory and Regulatory compliance matters across Sectors in view of COVID-19 outbreak. For further details, click here (115 KB). 24/03/2020: On account of the complete lockdown imposed by Government of Karnataka on movement of people, the e-Filing Call Center is temporarily impacted. All taxpayers are requested to use the e-Nivaran functionality to request for assistance which shall be provided expeditiously. 21/03/2020: Dear Taxpayers, Considering COVID-19, we have taken precautionary steps demanded by the situation. Our Helpdesk shall remain open with reduced staff. We urge you to stay safe.
- Right Sidebar:** New To e-Filing? Register Yourself, Registered User? Login Here, Forgot Password? Reset, Download (IT Return Preparation Software, Other Forms Preparation Software, DSC Management Software, e-Filing FAQs on DTVS Form 1, FAQs on Return Filing), How to? (Scan the Supporting Documents, e-Verify Return, Reset Password, Update PAN/Aadhaar Details, Report Account Misuse), Statistics (Individual Registered Users: 86881442).

STEP 2: Go to the **DOWNLOAD** option on the right hand side of the page and click on **IT Return Preparation Software**. The following page will appear.



Click on the **Continue** to remove the box

STEP 3: Click on **PR6.2** 30/03/2020 under Microsoft Excel column and corresponding to ITR1 row

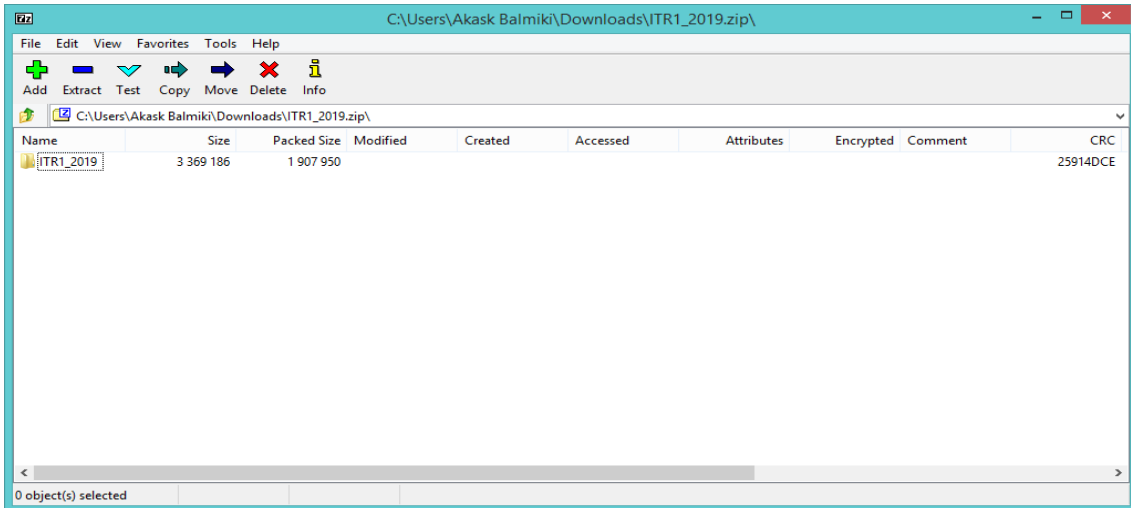


This folder will get downloaded the moment you click it and will be stored in the downloads folder

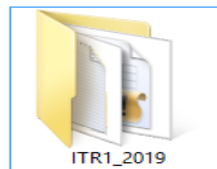
STEP 4: Go to downloads folder and you will find a zip folder named **ITR1_2019.ZIP**



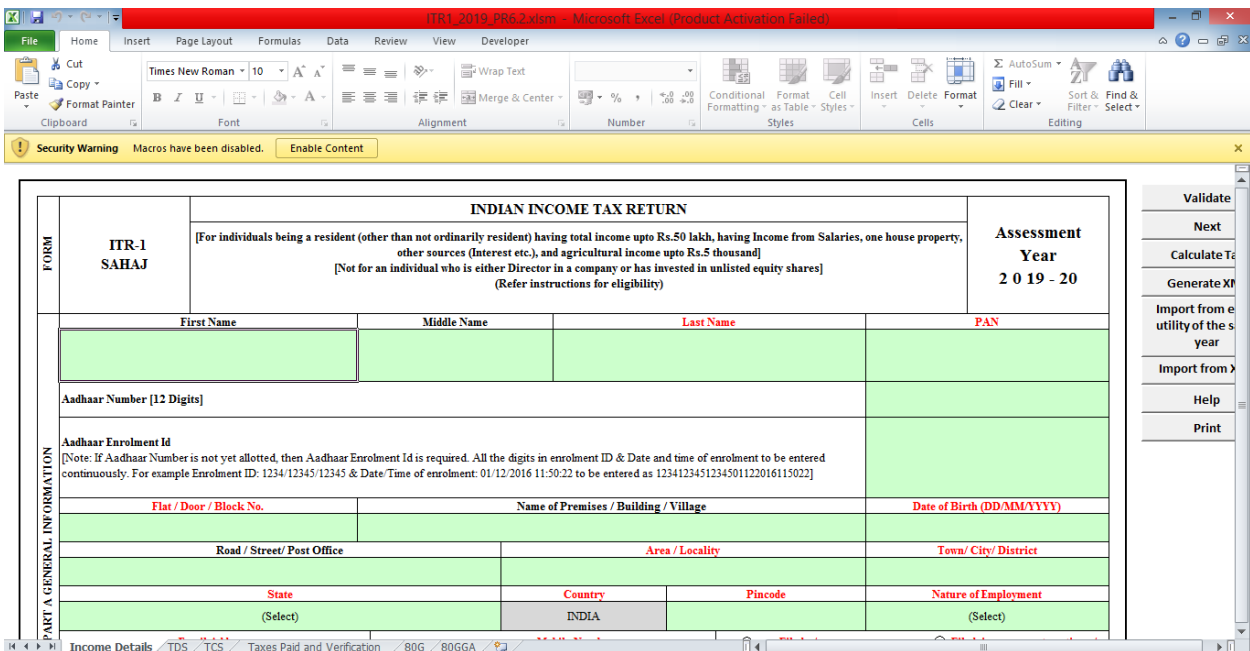
STEP 5: Open the Zip folder You should be able to view something like the following



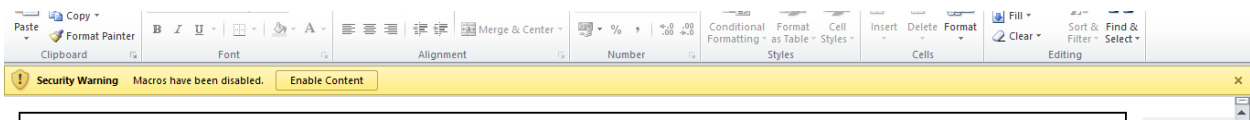
STEP 6: Select the available folder and extract the file in the downloads. When the folder is extracted you shall be able to view the following folder.



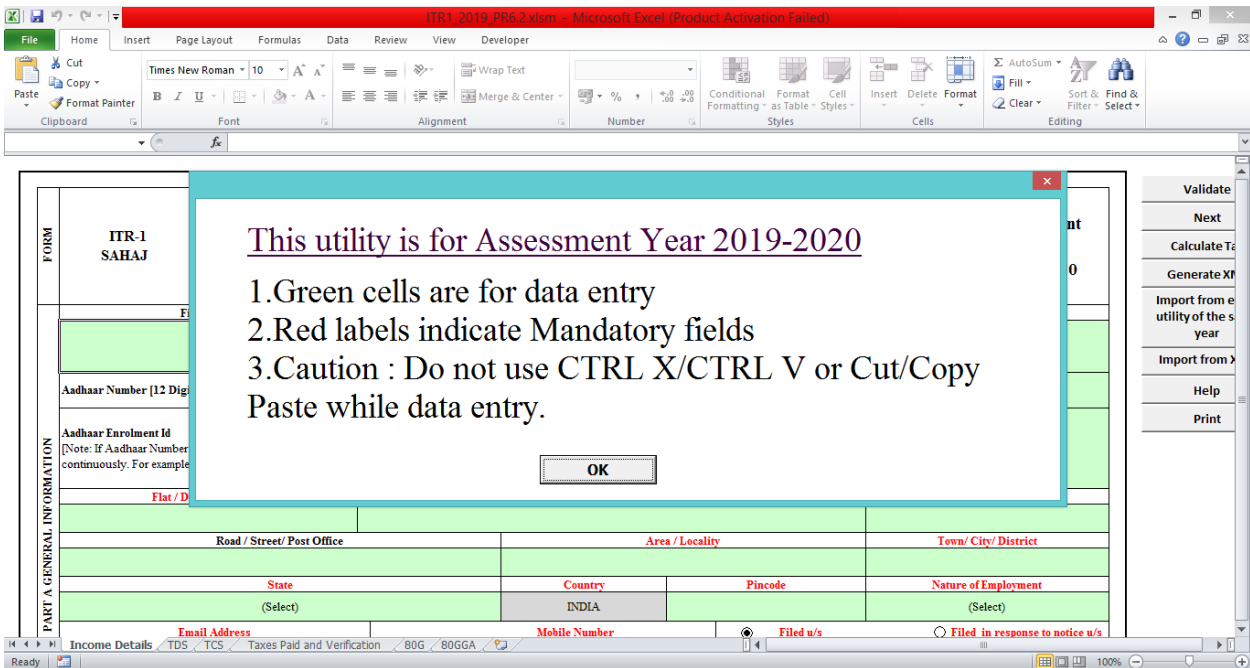
STEP 7: Open the folder and you shall find a excel file. Open the excel file. This excel file is the medium through which online return shall be filed. The following page shall be available when the file is opened.



Step 8: In the picture the yellow box shows **“Macros is disabled”**. You need to Enable Macros, so click on **“ENABLE CONTENT”**



STEP 9: On clicking **“ENABLE CONTENT”**. The following page shall appear. Click on ok and begin input of data



Instruction for input of data

You shall find different colours of boxes available and in the excel sheet you shall find tabs named :

Income Details, TDS, TCS, TAXES PAID AND VERIFICATION, 80G, 80GGA

The green boxes are the only boxes where you can input data. The white areas will show the amount after input in all pages are done.

Before moving from one page to the other please click on **VALIDATE**. This ensures that all necessary information like name, date of birth, aadhar number are all entered. However, this will not show you the values or amount not entered. While moving from one page to the other

If the pages are not right it will show a **“ALERT BOX”** . If the sheet is ok the a separate alert box will appear showing the page is ok.

After all the pages are filled up click on **Calculate Tax**

Try to do the sum that was given for the assignment