



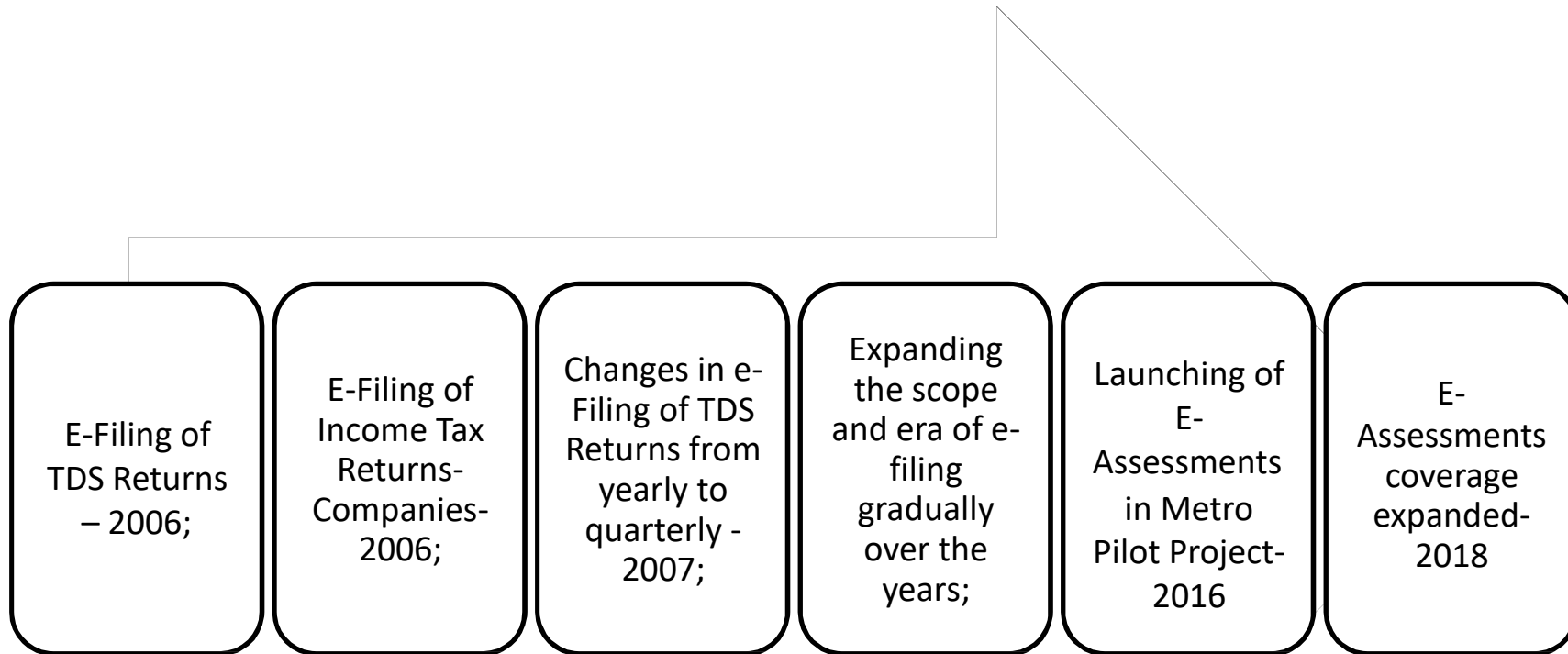
CHAMBER OF TAX CONSULTANTS

E-ASSESSMENTS- PROCEDURES, REQUIREMENTS &
WAY AHEAD

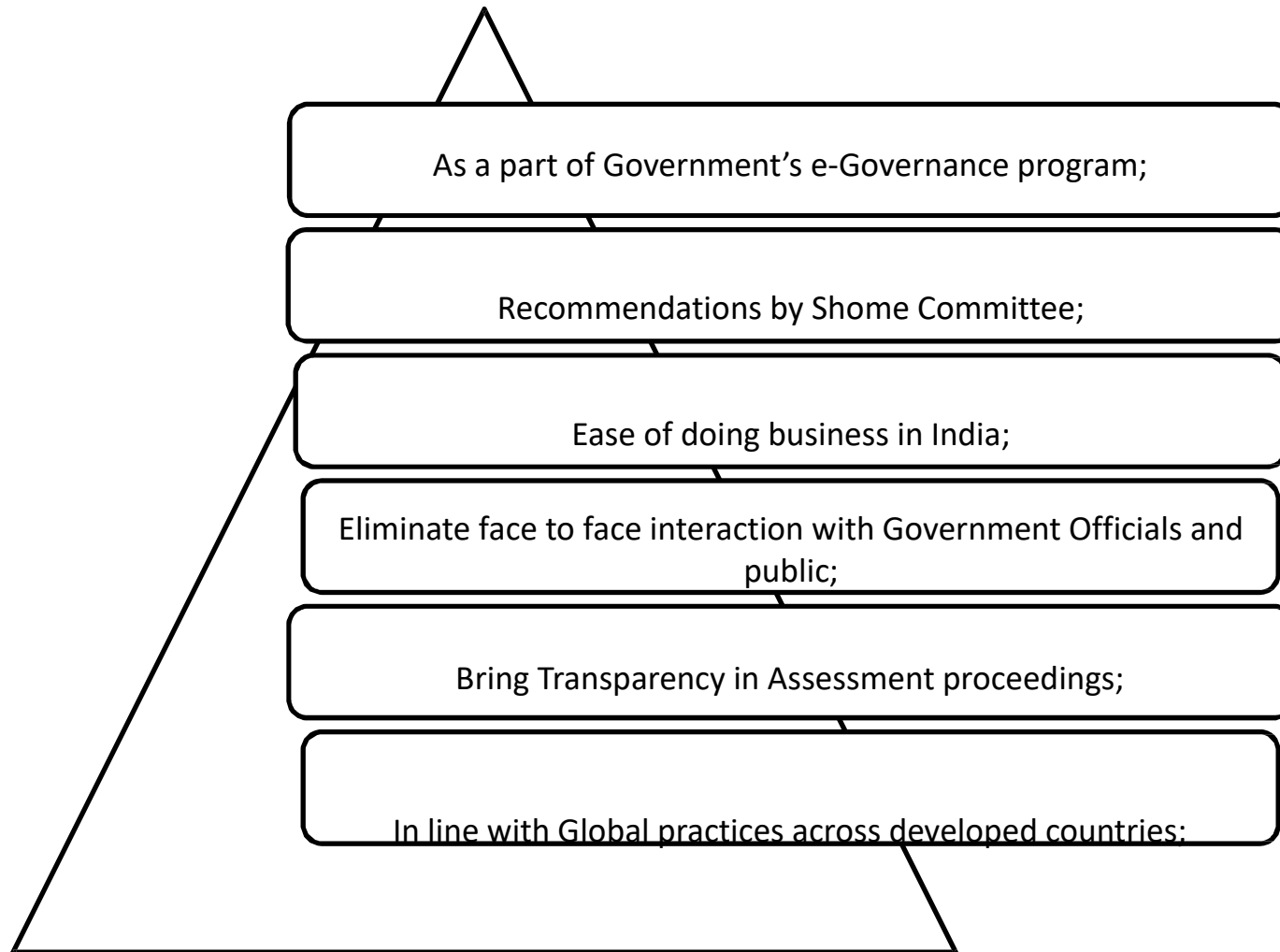
CA Avinash Rawani

(1)

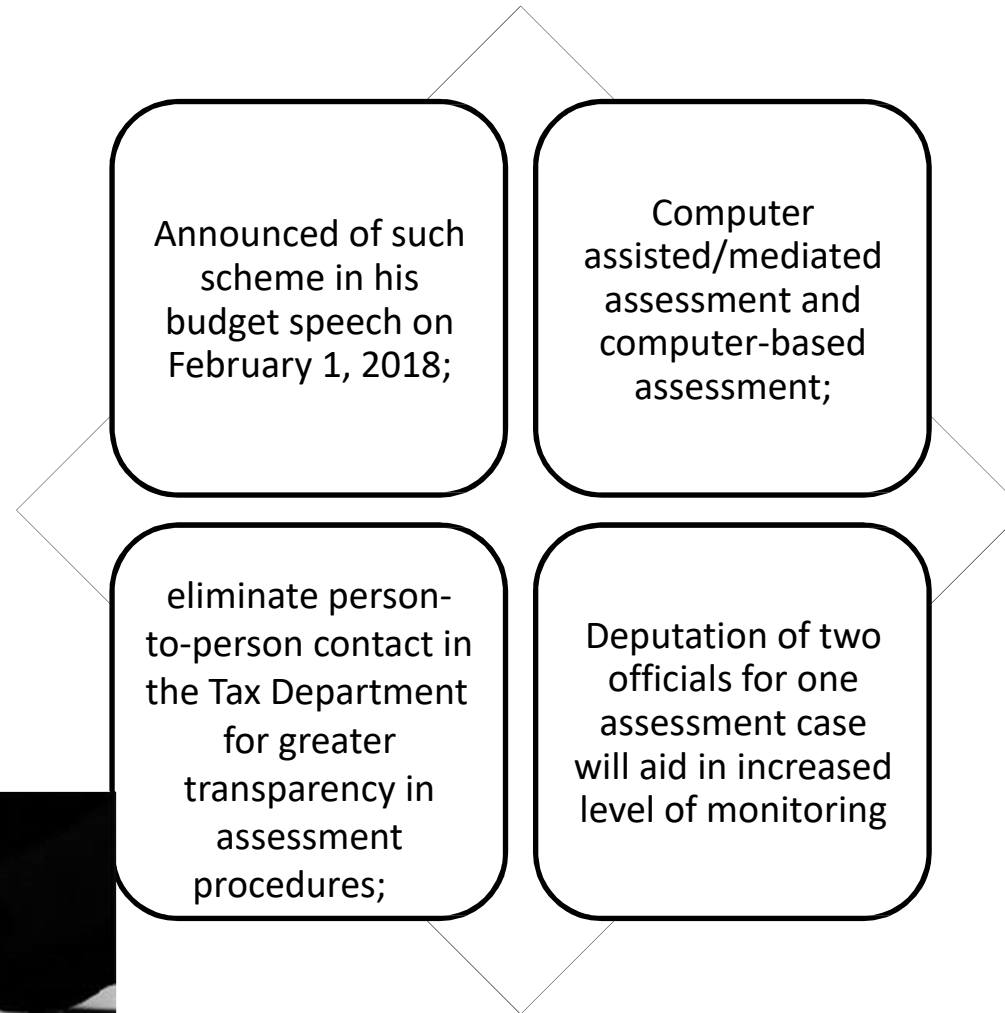
ERA OF DIGITISATION IN TAX DEPARTMENT IN INDIA



REASONS FOR MOVING TO E- ASSESSMENTS



Scheme of e-Assessments



e-Assessments



- Expansion in future to other cities is also in line. In the pilot project launched in 2016, 60,000 limited scrutiny cases and a few full scrutiny cases have been successfully conducted.
- e-communication is expected to be voluntary and taxpayers can opt whether to conduct their dealings over e-system or through the existing procedure of manual submission of documents at the tax office
- functionality to conduct the e-proceedings would be available for all types of notices, questionnaires and letters issued under various sections of the I-T Act

Provisions



- Section 2(23) of the Income Tax Act, 1961, amended the definition of “hearing” effective 1.6.2016 and now includes *communication of data and documents through electronic mode*.
- *Board had issued a revised format of notice(s) under section 143(2) of the Act.*
- *Para 3 of these notice(s) provided that assessment proceedings in cases selected for scrutiny would be conducted electronically in ‘E-Proceeding’ facility through assessee’s account in E-filing website of Income-tax Department.*

Instruction No. 01/2018 dated 12.2.2018

- *Procedure outlined in revised 143(2) notice(s) for conduct of assessment proceedings electronically;*
- *Except for search related assessments, proceedings in other pending scrutiny assessment cases shall be conducted only through the 'E-Proceeding' functionality in ITBA / filing.*
- *Cases where the concerned assessee objects to conduct of assessment proceedings electronically through the 'E-Proceeding' facility, such cases, for the time-being, may be kept on hold.*



Necessary Modifications

- Upgradation of VSAT Connectivity to facilitate e-assessments
- *In accordance with target stipulated in Central Action Plan for financial year 2017-18, may undertake and complete only ten percent scrutiny cases (which are getting barred by limitation on 31.12.2018)*



Procedure- 1st Stage



- ***Enquiry before assessment in electronic mode***
- *notice shall be issued electronically and delivered upon the assessee in his 'E-Filing' account;*
- *response electronically in compliance with notice under section 142(l)(ii) of the Act, the concerned assessee shall verify it in the manner prescribed under Rule 14 of Income-tax Rules, 1962*

Procedure- 2nd Stage

- **Use of digital signature by Assessing Officer:**
 - All departmental orders/notifications issued to the assessee through the 'e-Proceeding' facility are to be signed digitally by the Assessing Officer
 - Time for compliance: Online submissions may be filed till the office hours on the date stipulated for compliance



Procedure- Submissions



- *Availability of facility for electronic submission of documents in time barring situation or where case has been finally heard by the Assessing Officer:*
 - *The facility for electronic submission of documents through 'E- Proceeding' shall be automatically closed seven days before the time barring date.*
 - *In other situations, upon completion of proceedings, before passing the final order, concerned Assessing Officer, on his volition, shall close the e-submission facility after mentioning in electronic order sheet that 'hearing has been concluded'.*
 - *However, if required, in exceptional circumstances, the concerned Assessing Officer may be allowed to file the e-submissions ITBA*

Procedure- Filings

- *In assessment proceedings being carried out through the 'E- Proceeding' facility, a particular proceeding may take place manually in following situation(s):*
 - *where manual books of accounts or original documents have to be examined;*
 - *where Assessing Officer invokes provisions of section 131 of the Act or a notice is issued for carrying out third party enquiries/investigations;*
 - *where examination of witness is required to be made by the concerned assessee or the Department;*
 - *where a show-cause notice contemplating any adverse view is issued by the Assessing Officer and assessee requests for ~~person~~ to explain the matter.*

Additions vide Instructions no. 3/2018

- Assessments to be framed under Section 153A/153C/147 and 144 of the Act;
- Set Aside Assessments
- Assessments of Non PAN Cases
- Assesseees who do not have e-filing account;
- Cases where requisite bandwidth is not available;
- Earlier substantial hearings have been completed in physical mode;
- Exceptional cases where jurisdiction PCIT/CIT directs for issues being complicated based on circumstances beyond the control for administrative purposes

Maintenance of Records Electronically

- *Maintenance of 'Record' in context of 'E-Proceeding*
- *In cases being assessed through 'E-Proceeding', from now on, as far as possible, case-records as well as note sheet of proceedings shall be maintained electronically.*

Step -1 : Login

Logon the '**efiling**' Portal www.incometaxindiaefiling.gov.in

The user has an option to opt-for/opt-out of e-Proceeding at any time.

By default, '**Opt for e-Proceedings**' is selected as **Yes**.

To opt-out e-Proceeding, click ⇒ Click

'**Change**' ⇒ **Confirm**

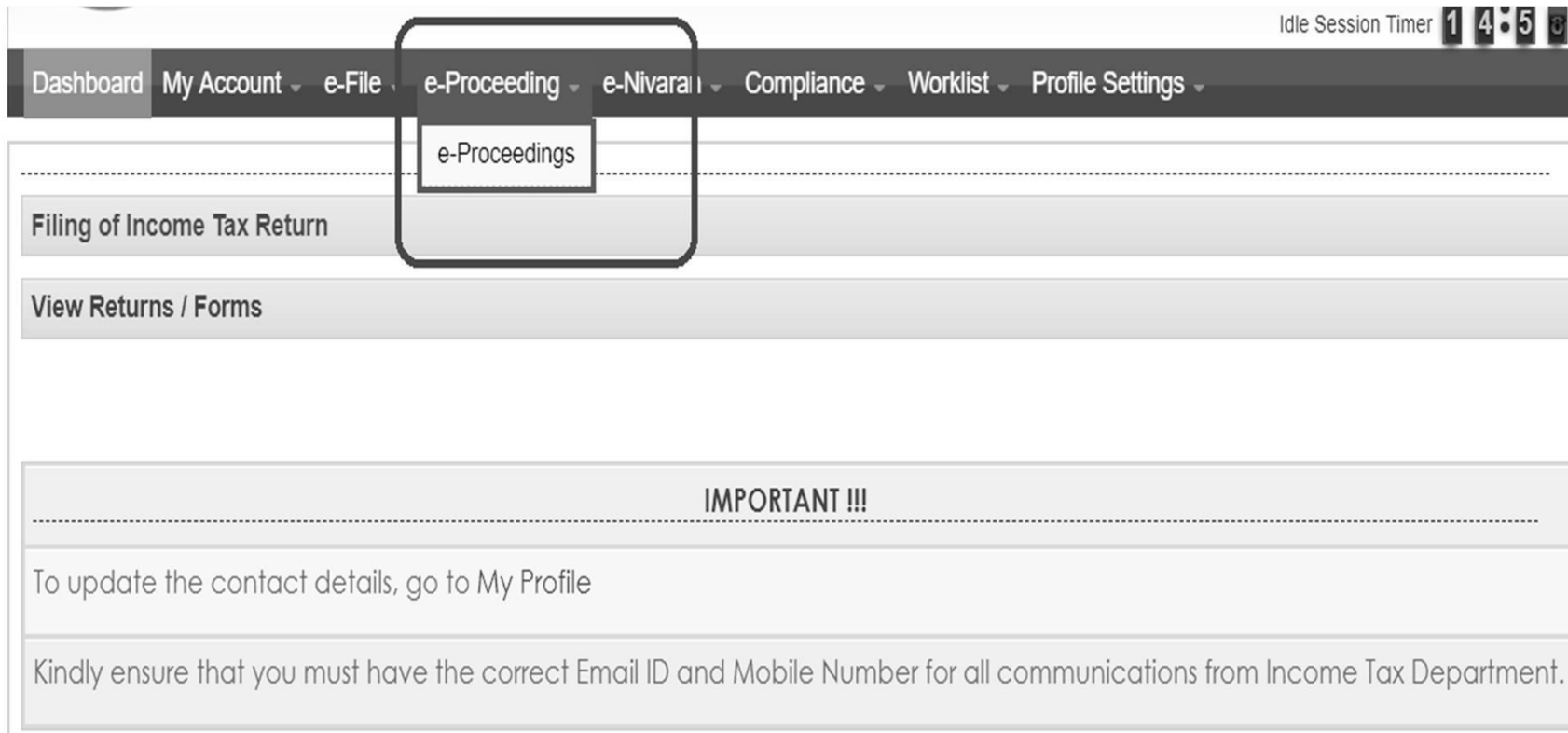
Note If user is proceeding, click not allowed to submit the

Change response, if '**No**' is for **Opt for**

Proceedings', however, user view e-
can proceeding. details of the

Step-2 : e-Proceedings

Go to the '**e-Proceeding**' menu located at upper-middle side of the page ⇒ Click '**e-Proceedings**' ⇒ Click Proceeding Name link under '**Proceeding Name**' tab ⇒ All notices/intimation/letters available for that particular proceeding will be listed. Click on Reference Id link available for each notice /intimation/letters to view /download the details.



Step-2 : e-Proceedings

If status of the response reflects as 'Open', then the users can submit the response until 6 PM (IST), 7 days prior to the proceeding limitation date.

If status of the response reflects as 'Re-enabled by AO', then the users can submit the response until 6 PM (IST) of the proceeding limitation date.

If status of the response reflects as 'Closed' or 'Closed by AO', then the user is not allowed to submit the response.

My Account ▾ e-File ▾ e-Proceeding ▾ e-Nivaran ▾ Compliance ▾ Worklist ▾ Profile Settings ▾

IGS

Assessment Year	Proceeding Name	Opt for e-Proceeding	Proceeding Status	Proceeding Limitation Date	Action
2017-18	Assessment Proceeding u/s 143(3)	YES	Open	31/12/2019	-
2016-17	Assessment Proceeding u/s 143(3)	YES	Open	31/12/2018	-
2014-15	Grievance Application	YES	Closed Closure Order ▾		-
2013-14	Grievance Application	YES	Closed Closure Order ▾		-
2013-14	Grievance Application	YES	Closed Closure Order ▾		-

Step-3 : e-Proceedings

Click Submit provided at '**Response**' column against the appropriate notice ⇒ Click 'continue'

Note:

Maximum characters allowed in remarks field is 1000 characters.

The file name of the attachment should not exceed 100 characters and the file name should not be repeated.

Maximum of 10 attachments allowed for one particular notice/intimation/order and maximum size for each attachment should not exceed 5 MB.

Dashboard My Account ▾ e-File ▾ e-Proceeding ▾ e-Nivaran ▾ Compliance ▾ Worklist ▾ Profile Settings ▾

e-Proceedings

Assessment Year - 2017-18				Proceeding Name - Assessment Proceeding u/s 143(3)			
Reference ID	Notice Section	Description	Notice Issue Date	Document ID	Communication Sent Date	Due Date for Submission	Response
100000003101633	143(2)	[ITBA]Notice under section 143(2) of the Income Tax Act, 1961	14/08/2018	ITBA/AST/S/143(2)/2018-19/1011378223(1)	-	24/08/2018	Submit View

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Note :

1. Please click on the **Reference ID** hyperlink to view the Notice Details.
2. In order to submit the response click on the **Submit** hyperlink under Response Column.
3. To View the details of submitted Response, please click on **View** hyperlink.

Essentials of Submissions

Covering Letter
for
Submissions

- Matters to be included
- Judgements

Attachments
for
submissions

- Evidences in support of claim
- Proofs

Scanning of
documents

- Resolution
- Visibility

Essentials

Step- 4– Communication from Department

To: mahesh@celebritiesmanagement.com

Cc:

Subject: [ITBA]Notice under section 143(2) of the Income Tax Act, 1961

Dear CELEBRITIES MANAGEMENT PRIVATE LIMITED,

Please find attached the Notice u/s 143(2) for PAN:AAACC1333C and AY:2017-18.

Please quote your PAN in all future correspondences.

Note:

- This communication is computer generated and may not contain signature.
- This communication may be treated as compliant with the requirements of Income Tax Rules 127 and 127A.
- Signed copy may be sent separately if not already digitally signed.
- Please quote your PAN in all communications.
- Income Tax Department does not seek any taxpayer information like user name, password, details of ATM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

Notice /Letter pdf	Notice Issue Date- 14/08/2018
16759597 18531261_AAACC1333C_Notice u/s 143(2)_1011378223(1)_14082018.pdf	

Note :

1. Please click on the **Notice/Letter PDF** to download the notice details.

Step-5 : Noticing the reasons for selection



आयकर अधिनियम, 1961 की धारा 143(2) के अधीन नोटिस
Notice under section 143(2) of the Income-tax Act, 1961
सीमित संवीक्षा (कंप्यूटर आधारित संवीक्षा चयन)
Limited Scrutiny (Computer Aided Scrutiny Selection)

महोदय/महोदया/ मेसर्स,
Sir/ Madam/ M/s,

आपको सूचित किया जाता है कि निर्धारण वर्ष **2017-18** के पावती संख्या **200574291050917** के अनुसार आपके द्वारा दिनांक **05/09/2017** को दाखिल की गई आयकर विवरणी को सीमित संवीक्षा के लिए चुना गया है और निम्नलिखित कारणों / मुद्दों को जांच हेतु अभिचिन्हित किया गया है:

This is for your kind information that the return of income filed by you for assessment year **2017-18** vide ack. no. **200574291050917** on **05/09/2017** has been selected for Limited Scrutiny and following issue(s) have been identified for examination:

i. Expenses incurred for earning exempt income

2. इस संबंध में, आपको दिनांक **24/08/2018** को **11:45 AM** तक साक्ष्य प्रस्तुत करने अथवा साक्ष्य प्रस्तुत कराने का अवसर प्रदान किया जा रहा है जिस पर आप उक्त आयकर विवरणी के समर्थन में निर्भर हैं/रहेंगे।

2. In this regard, an opportunity is being given to you to produce or cause to produce any evidence on which you may like to rely in support of the said return of income by **24/08/2018** at **11:45 AM**.

3. उपर्युक्त निर्दिष्ट प्रमाण / सूचना को आपको ऑनलाइन माध्यम से इलेक्ट्रॉनिक रूप में **incometaxindiaefiling.gov.in** पर अपने ई-फाइलिंग खाता द्वारा प्रस्तुत किया जाना है। बाद की निर्धारण कार्यवाही भी आयकर विभाग की 'ई-कार्यवाही' सुविधा द्वारा की जायेगी। 'ई-कार्यवाही' पर एक संक्षिप्त नोट आपके संदर्भ के लिए संलग्न है।

Step 6 : Validation & Reason for selection

e-Proceedings

[Click here to download the Acknowledgement Receipt](#)


Proceeding Name	Assessment Proceeding u/s 143(3)
Document Reference ID	100000003101633
Notice Section	143(2)
Communication sent Date	
Description	[ITBA]Notice under section 143(2) of the Income Tax Act, 1961
Remarks	During the year a sum of Rs 88915 is received as dividend which is the amount computed as per section 14A read with rule 8D of Income Tax Act 1961 as per the Mumbai ITAT decision in the case of Pest Control India Pvt Ltd Vs DCIT (ITAT Mumbai) and the same has been accepted during the course of assessment of the earlier years


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Step-7 : Replying to the reasons with supporting evidences

e-Proceedings

Proceeding Name	Assessment Proceeding u/s 143(3)
Document Reference ID	100000000653180
Notice Section	143(2)

Remarks* 

Sl. No.	Attachment Description	Attach scanned documents in PDF format
1	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen 



I declare that to the best of my knowledge and belief, the information furnished in the statement/statements is correct and complete and other particulars shown therein are truly stated.

Step-8 -Verification of submissions before final uploading

Dashboard My Account ▾ e-File ▾ e-Proceeding ▾ e-Nivaran ▾ Compliance ▾ Worklist ▾ Profile Settings ▾

e-Proceedings

[Click here to download the Acknowledgement Receipt](#)

Proceeding Name	Assessment Proceeding u/s 143(3)	
Document Reference ID	100000000653180	
Notice Section	143(2)	
Communication sent Date	07/07/2017	
Description	[ITBA]Notice under section 143(2) of the Income Tax Act, 1961	
Remarks	The documents are enclosed for your reference	
Sl.No.	Attachment Description	Attachment
1	Annual Report Computation Form 3CD	Uploaded ITR & 3CD.zip

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- The submission can be e-Verified using DSC or EVC
- To view the submitted response - **Click Here**

Dashboard My Account ▾ e-File ▾ e-Proceeding ▾ e-Nivaran ▾ Compliance ▾ Worklist ▾ Profile Settings ▾

e-Proceedings

[Click here to download the Acknowledgement Receipt](#)

Proceeding Name	Assessment Proceeding u/s 143(3)	
Document Reference ID	100000000653180	
Notice Section	143(2)	
Communication sent Date	07/07/2017	
Description	[ITBA]Notice under section 143(2) of the Income Tax Act, 1961	
Remarks	The documents are enclosed for your reference	
Sl.No.	Attachment Description	Attachment
1	Annual Report Computation Form 3CD	Uploaded ITR & 3CD.zip

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Software Requirements

- Mozilla Firefox (version 22.0, 21.0,
- ~~20.0 and above~~ Google Chrome (version 26.0.x, 27.0.x, 28.0.x and above)
- Internet Explorer (version 9.0, 10.0 and above)
- Safari (version 4.0, 5.0 and above)
- **OPERATING SYSTEM** - Windows XP with Service Pack 3/Windows 7/Windows 8/ Latest Linux and Mac OS 10.10(OS X Yosemite)



Shortfalls

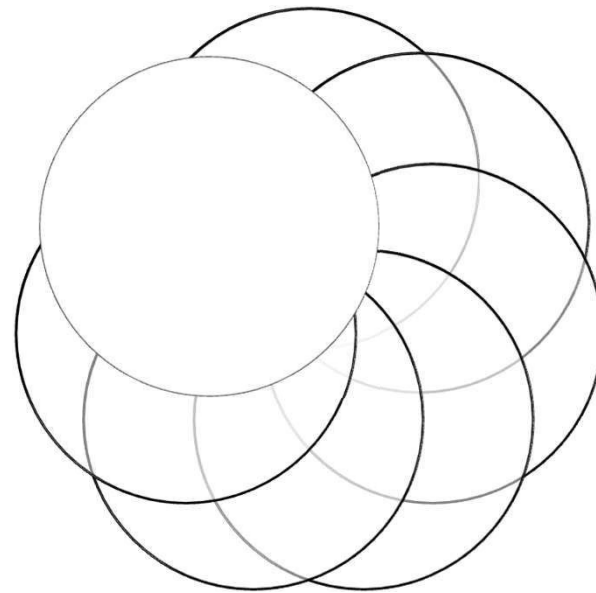


- Software and Hardware
- Willingness & Approach
- Internet connectivity and Website operations
- Deadlines & Due Dates
- Approach
- Other Issues



Another Cause of
Concern

It's a Data
Centre of all
the
information
collected and
information is
cent percent
reliable;



CPC acts as a
preserver of
the
Information.

Data given by the Assessee shall
be preserved for life time.

Doubts & Queries

- Any Questions
- Thank You



THANKS ONCE AGAIN

Compiled by CA Avinash Rawani
Rawani and Co,

Chartered Accountants
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Kora Kendra Flyover, Borivali West,
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carawani.com Website: www.car
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