

1. Overview

The **e-Proceedings** service is available to all registered users to view and submit a response to the notices / intimations / letters issued by Assessing Officer, CPC or any other Income Tax Authority. Following notices / intimations / letters can be viewed and responded to, using the e-Proceedings service:

- Defective Notice u/s 139(9)
- Intimation u/s 245 – Adjustment against Demand
- Prima Facie Adjustment u/s 143(1)(a)
- Suo-moto Rectification u/s 154
- Notices issued by Assessing Officer or any other Income Tax Authority
- Seek for Clarification communication


Additionally, a registered user can also add or withdraw an Authorized Representative to respond to any of the above listed notice / intimations / letters.


2. Prerequisites to Avail This Service

- Registered user on e-Filing portal with a valid user ID and password
- Active PAN
- Notice / intimation / letter from the Department (AO / CPC / Any other Income Tax Authority)
- Authorized to act as Authorized Representative (in case Authorized Representative wants to respond on behalf of taxpayer)
- Active TAN (in case of TAN proceedings)


3.Step-by-Step Guide

Step 1: Log in to the e-Filing portal using your user ID and password.

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

Call Us ▾ | English ▾ | A⁻ A A⁺ | 


Login Register


Home Individual/HUF ▾ Company ▾ Non-Company ▾ Tax Professionals & Others ▾ Downloads ▾ Help 

One-stop solution for all your tax needs


With our smart and 100% secure systems, you just have to verify and submit your pre-filled returns. It's so simple, and absolutely free.

File Your Tax Return





Our Services Our Success Enablers News & e-Campaigns How it Works Taxpayer Voices Our Committed Taxpayers

 Activate Win Go to Settings t Chatbot

Step 2: On your Dashboard, click Pending Actions > e-Proceedings.

The screenshot shows the e-Filing portal dashboard for an individual user. The top navigation bar includes links for Dashboard, e-File, Authorised Partners, Services, Pending Actions (highlighted with a red box), Grievances, and Help. A dropdown menu from 'Pending Actions' is open, showing options: Worklist, Response To Outstanding Demand, E-Proceedings (highlighted with a red box), Annual Information Statement, Compliance Portal, Reporting Portal, and Prescribed Payment Modes. The main content area displays a welcome message, profile status (80% Complete, 20% Incomplete), and a list of available services. A 'Skip' button is at the bottom left, and an 'Update Profile' button is at the bottom right.

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Call Us | English | A+ | A- | Individual

Session Time: 00:00:01

Welcome to e-Filing portal Garibadi
Your one step solution to Income Tax Needs

Profile Status : 80% Complete
Profile Status : 20% Incomplete

You can avail following services:

- File Return
File return through e-file menu
- File Forms
File forms through e-file menu
- e-Verify Return
Verify your return
- Other Services
Avail other available services

For more details, [View Guided Tour](#)

[Skip](#) [Update Profile](#)

Available following services:

- Condonation Request
- Download Pre-filled XML
- Register as Representative
- Register to Act on behalf of Another Person
- Manage ITD Reporting Entity Identification Number(ITDREIN)

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Feedback Website Policies (Accessibility Statement) Site Map / Browser Support Last reviewed and update on: 29-Apr-2023

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Activate Windows
Go to Settings to activate Windows.

Chatbot

Step 3: On the e-Proceedings page, click Self.

The screenshot displays the e-Proceeding page on the e-Filing portal. The user is logged in as 'Garima Vishnoi'. The 'Self' tab is selected under 'View e-Proceeding related to'. The page shows a list of proceedings for the user. The first proceeding is 'Assessment Proceeding u/s 147' for the assessment year 2020-21, with ITR Type ITR-8 and status Pending. The second and third proceedings are 'Suo-Moto Rectification u/s 154' for the assessment year 2017-18, with PAN YGHPM7522X and status Pending. Each entry includes a 'View Notices (1)' button and a '+ Add / View Authorized Representative' button. A '< Back' button is located at the bottom left of the list.

Proceeding Name	Assessment Year	ITR Type	Status	Name of Assessee	Return Acknowledgement No.	Action
Assessment Proceeding u/s 147	2020-21	ITR-8	Pending	Garima Vishnoi	1	View Notices (1)
Suo-Moto Rectification u/s 154	2017-18	PAN YGHPM7522X	Pending	Garima Vishnoi	1	View Notices (1)
Suo-Moto Rectification u/s 154	2017-18	PAN YGHPM7522X	Pending	Garima Vishnoi	1	View Notices (1)

Activate Windows
Go to Settings to activate Windows.

Note:


- If you log in as an Authorized Representative, click **As Authorized Representative**, and you will be able to view details of the notice.
- If you required to respond to a notice that has been issued as part of compliance under notice section 133(6) or 131 to self -PAN/TAN, click **Of Other PAN/TAN**.

Defective Notice u/s 139(9)	Refer to Section 3.1
Intimation u/s 245 - Adjustment against Demand	Refer to Section 3.2
Prima Facie Adjustment u/s 143(1)(a)	Refer to Section 3.3
Suo-moto Rectification u/s 154	Refer to Section 3.4
Notices issued by Assessing Officer or any other Income Tax Authority	Refer to Section 3.5
Seek for Clarification Communication	Refer to Section 3.6
To add/withdraw Authorized Representative	Refer to Section 3.7

3.1. To view and submit response to Defective Notice u/s 139(9):

Step 1: Click View Notice corresponding to the Defective Notice u/s 139(9) and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 7



Call Us | English | A+ | A- | Sanvi PAL Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 4 : 5 5

Dashboard > Pending Actions > e-Proceedings

e-Proceeding

View e-Proceeding related to:

Self | As Authorized Representative

For your Action (1) | For your Information (0)

Search Filter

Proceeding Name : Defective notice u/s 139(9) New | Assessment Year : 2020-21


ITR Type
ITR-1





Name of Assessee : Sanvi PAL
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative


< Back

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To View and Download Notice

Step 2: Click Notice/Letter pdf.

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Anytime Anywhere
Income Tax Department, Government of India

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Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 14:57

Dashboard > Pending Actions > e-Proceedings > View Notices

View Notices for e-Proceedings

Proceeding Name
Defective notice u/s 139(9)

PAN
DEEPS1234R

Name of Assessee :
Sanvi PAL


Assessment Year
2020-21





Select by Notice ID

Document Identification Number (DIN) : 120150109369


143(1)(a) Notice u/s	2020 Assessment Year	Communication Date : 22-Sep-2019	<div>Submit Response</div> <div>Notice/Letter Pdf</div>
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National Portal of India


   

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Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click **Download**.



Call Us +91 11 2350 6000 | English | A+ |  **Sarvi PAL**
Individual

Dashboard | e-File | Authorized Partners | Services | Pending Actions | Grievances | Help | Decision Time 1 4 2 5 7

Dashboard | Pending Actions | e-Proceedings | View Notices | Detailed Notices

Notice/Letter pdf

Notice/ Communication Reference ID
120150109369

Date
-

From
ID123456

To
fromtestDef@gmail.com

CC
totestDef@gmail.com

Subject
Notice Subscription


Dear ,

Please find attached the Notice u/s 143(1)(x) for PAN DEASP1234N and A.Y. 2020.


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 A/M, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

 [Download](#)


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 [Chatbot](#)

To Submit Response

Step 4: Click Submit Response.



Call Us +English +A+ +Sanvi PAL Individual

Dashboard + e-File + Authorized Partners + Services + Pending Actions + Grievances + Help Session Time 1 : 4 : 5 : 7

Dashboard + Pending Actions + e-Proceedings + View Notices

View Notices for e-Proceedings







Proceeding Name Defective notice u/s 139(9)	PAN DEEPS1234R	Name of Assessee Sanvi PAL	Assessment Year 2020-21
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Search by Notice ID


Document Identification Number (DIN) : 120150109369

143(1)(a) Notice u/s	2020 Assessment Year	Communication Date : 22-Sep-2019	<div>Submit Response</div> <div>Notice/Letter PDF</div>
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Step 5: You can either select Agree or Disagree.





Call Us  English  A+  A- 

Sant PAL 
Individual

Dashboard  e-File  Authorised Partners  Services  Pending Actions  Grievances  Help  Session Time: 1 : 4 : 41

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response

Response to Defective Notice

Proceeding Name Defective notice u/s 139(V)	Assessment Year 2020-21	Return Acknowledgement Number 100142621290421	Document Identification Number 1254567778
Communication Date	Response Due Date 09-May-2020	Download Defect Return  	

Defect Details


Error Code : 01

Error Description
Schedule DPM /DOA not filled

Probable Resolution
Depreciation should be filled in Both Part A- P/L 1
DPM /DOA


Do you agree with the defect? *


☐ Agree ☐ Disagree






Select mode of response * 

☐ Offline Utility ☐ Online ITR Form

Cancel


Continue 

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Go to Settings

Step 5a: If you select **Agree**, then select **Mode of Response** as **Online** (Click **Proceed with ITR** and you will be able to open the ITR form online for the correction of defect) or **Offline** (upload the correct XML/ JSON file as applicable) and click **Continue**.

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Income Tax Department, Government of India

Call Us | English | A+ | A- | Session Time 13:00

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response

Response to Defective Notice

Proceeding Name Defective notice u/s 139(9)	Assessment Year 2020-21	Return Acknowledgement number 100142621290421	Document Identification Number 1234567778
Communication Date	Response Due Date 09-May-2020	Download Defect Return + Download	

Defect Details

Error Code : **01**

Error Description Schedule DPM /DOA not filled	Probable Resolution Depreciation should be filled in Both Part A- P/L 1 DPM /DOA
--	--

Do you agree with the defect? *

☒ Agree ☐ Disagree

Select mode of response *

☐ Offline Utility ☒ Online ITR Form

Click below to edit online form *


[Proceed With ITR](#)

[Cancel](#) [Continue >](#)

Activate Window
Go to Settings to act

Note: If you select **Offline Utility**, you will be required to click **Download** and then upload the correct XML/ JSON file as applicable.

Step 5b: If you select Disagree, then select the reason from the list of options given in the dropdown and click Continue.



Call Us | English | A A A | Sanvi PAL Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 4 : 5 7

Dashboard / Pending Action / e-Proceedings / View Notice / Submit Response

Response to Defective Notice

Proceeding Name Defective Notice u/s 139(9)	Assessment Year 2018-19	Return Acknowledgement No. 123476789009800	Document Identification Number CPC/1819/GSa/1842211727
Communication Date 30-Sep-2018	Response Due Date 15-Oct-2018	Download Defect Return ⓘ Download	

Defect Details

Defect : 01

Error Description
Tax Payer has claimed gross receipt or income under the head "Profits and gains of Business or Profession" more than 1 crore; however, he has not filled Balance Sheet and Profit and Loss Account and has not got the books of account audited.

Probable resolution
Please provide details of audit report obtained u/s 44AB in Part A – General.

Do you agree with the defect? *
☐ Agree ☒ Disagree

Reason for disagreeing with the defect *

Select Reason

Business receipts not more than specified limit u/s.44AB

Audit report already uploaded by the Auditor.

Other Income not part of Gross receipts from business

Books of accounts not audited

Fresh Return filed

[Continue >](#)

Step 6: Select the Declaration checkbox and click Proceed to e-Verify.

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Note: Refer to the [How to e-Verify](#) user manual to learn more.

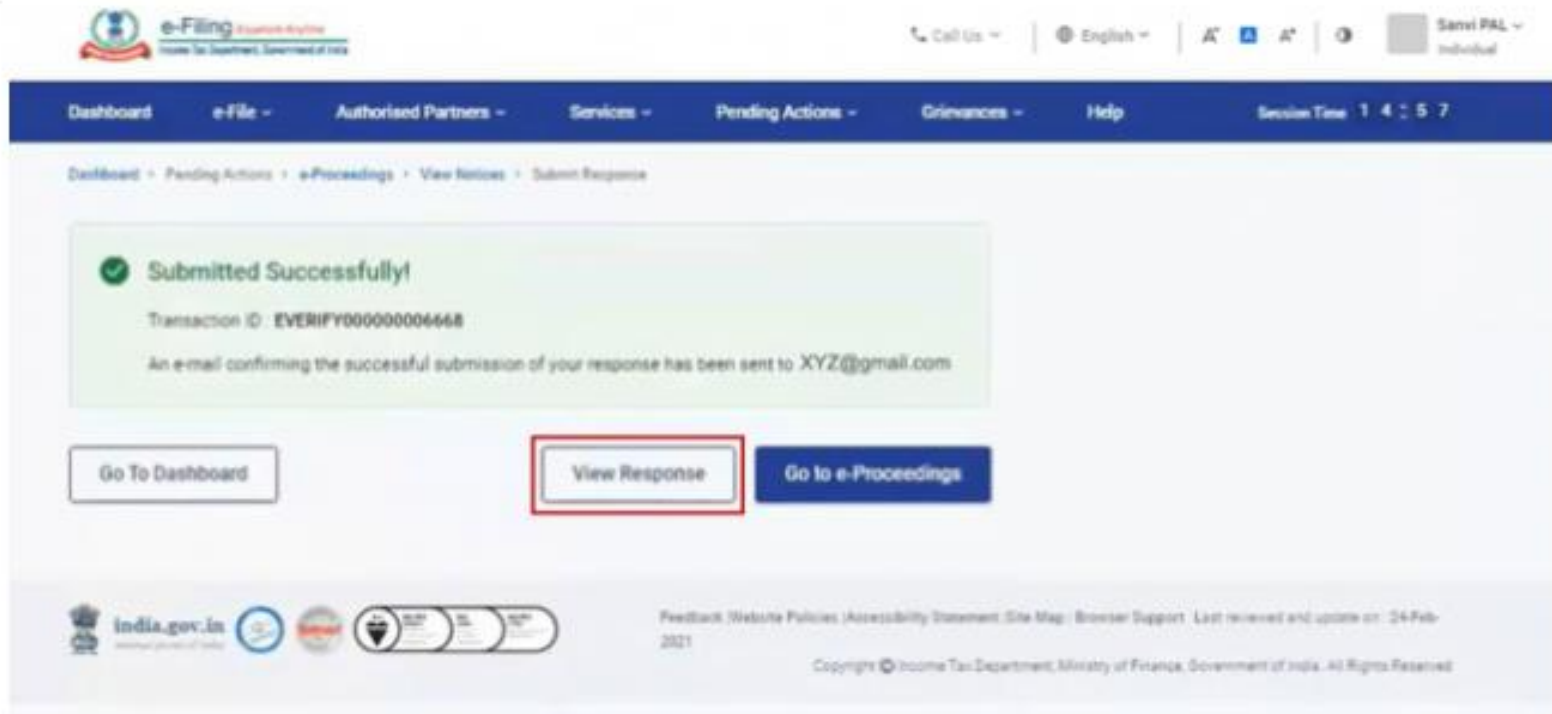
After successful e-Verification, a success message is displayed along with a Transaction ID. Please keep a note of the Transaction ID for future reference. You will also receive a confirmation message on your email ID registered on the e-Filing portal.

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Step 7: If you wish to view the response submitted, click View Response on the Successful Submission page. You will be able to view the details of notices, response / remarks provided.



3.2. To view and submit response for Intimation u/s 245 – Adjustment against Demand:

Step 1: Click View Notice corresponding to Adjustment u/s 245 and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 7

Dashboard / Pending Action / e-Proceedings

e-Proceedings

View e-Proceedings related to :

Self

Of Other PAN/TAN

As Authorized Representative

For your Action (3)

For your Information (1)

Search



Proceeding Name : **Adjustment u/s 245**

Assessment Year : **2018-19**

AKCPM5885F
PAN

 **30-Sep-2018**
pending

Notice u/s : **245**

View Notice

< Back

Note: In case you have been issued Intimation u/s 245 in previous Assessment Years as well, you can search for the most recent Intimation u/s 245 issued based on Assessment Year or Demand Reference Number.

Step 2: Click Notice/Letter pdf.

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo, contact information, language selection, and user profile. Below the header is a navigation bar with links to Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The main content area is titled 'View Notices for e-Proceedings' and displays the following details:

Proceeding Name	PAN	Assessment Year
Adjustment u/s 245	AKCPM5885F	2018-19

Below the table, there is a search bar for Notice ID. The main content area shows the Document Identification Number (DIN) as CPC/1920/G8a/1950451033. The notice details are as follows:

245 Notice u/s	Description : Intimation u/s 245 of Income Tax Act, 1961 Issued on : 13-Jun-2015 Served On : 14-Jun-2015 Response Due Date : 13-Feb-2016
	Submit Response Notice/Letter pdf

At the bottom of the main content area, there is a 'Back' button. The footer contains the India.gov.in logo, a disclaimer about the site's resolution and last updated date, and links to Website Policies, Accessibility Statement, and Site Map.

Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click Download.

Ac

To Submit Response

Step 4: Click Submit Response.

The screenshot displays the e-Filing portal interface. At the top, there is a header with the e-Filing logo, navigation links (Call Us, English, etc.), and a user profile section. Below the header is a dark blue navigation bar with links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The main content area shows the breadcrumb 'Dashboard / Pending Action / e-Proceedings / View Notices' and the title 'View Notices for e-Proceedings'. A table lists a proceeding with details: Proceeding Name (Adjustment u/s 245), PAN (AKCPM5885F), and Assessment Year (2018-19). Below this, a search bar is present. The main content area displays the 'Document Identification Number (DIN) : CPC/1920/G8a/1950451033'. A table shows the notice details: Notice u/s (245), Description (Intimation u/s 245 of Income Tax Act, 1961), Issued on (13-Jun-2015), Served On (14-Jun-2015), and Response Due Date (13-Feb-2016). A red box highlights the 'Submit Response' button, and a 'Notice/Letter pdf' link is visible below it. A 'Back' button is located at the bottom left of the main content area. The footer contains the India.gov.in logo, a disclaimer about the site's best view resolution and last review date, and various icons for accessibility and security.

Call Us | English | A+ | A- | | Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 4 : 5 6

Dashboard / Pending Action / e-Proceedings / View Notices

View Notices for e-Proceedings

Proceeding Name	PAN	Assessment Year
Adjustment u/s 245	AKCPM5885F	2018-19

Search by Notice ID

Document Identification Number (DIN) : CPC/1920/G8a/1950451033

245 Notice u/s	Description : Intimation u/s 245 of Income Tax Act, 1961 Issued on : 13-Jun-2015 Served On : 14-Jun-2015 Response Due Date : 13-Feb-2016	Submit Response Notice/Letter pdf
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Back

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Support : Internet Explorer 11, Google Chrome 75.0, Firefox 68.0, Safari 12.1, Opera 62

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Step 5: Details of Outstanding Demand related to 245 demand will be displayed. You can either select Demand is correct or Disagree with Demand (Either full or Part) or Demand is not correct but agree for adjustment.

Details of Outstanding Demand Related to 245 Demand Notice

Refund Claimed: ₹ 10,000

Search by

Assessment Year

Enter Assessment Year



Records are as per the data available at Income Tax Department

Date of last refresh: 30-Sep-2019

Demand Reference No.: 2019201810009871233C

Assessment Year: 2018-19

Outstanding Demand Amount

₹ 1,000

Accrued Interest ⓘ

₹ 100

[View Interest Computation](#)



Pending Payment / Response

Current Status



16-May-2019

Date of Service of Notice ⓘ



05-Feb-2019

Date of Demand Raised

Section Code : 143(1)

Rectification Rights: CPC

Mode of Service : [Email & Post](#)

AQ Response: Demand covered by instalments

AQ Response Date : 31-Jul-2019

Download



☐ Demand is correct


☐ Disagree with demand
(Either in Full or Part)

☐ Demand is not correct
but agree for adjustment

< Back

Submit Response

Step 5a: If you select Demand is correct, you will be required to select the checkbox and provide an answer to Have you already paid the demand amount and add the challan details, if already paid and click Save and go to Step 6.

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Income Tax Department, Government of India

Call Us | English | A A A | Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 : 4 : 56

Dashboard / Pending Action / e-Proceedings / Submit Response / Response From Assessee

Response to Outstanding Demand - 2019201810009871233C (DRN)

Assessment Year 2018-19	Outstanding Demand Amount ₹ 1,000	Accrued Interest ⓘ ₹ 100 View Interest Computation	Section Code 143(1)
Date of Demand Raised 05-Feb-2019	Date of Service of Notice ⓘ 16-May-2019	Mode of Service <u>Email & Post</u>	AO Response Demand covered by instalments
AO Response Date 31-Jul-2019	Rectification Rights CPC		

Response From Assessee

☒ Demand is correct ☐ Disagree with demand (Either in Full or Part) ☐ Demand is not correct but agree for adjustment

☒ Once you submit the response as "Demand is correct" , then you cannot 'Disagree with demand' later on.

Have you already paid demand amount ?

- ☐ Not paid yet
☒ Yes, Already paid and Challan has CIN

Please provide details of Challan

Challan 1

Type of Payment (Minor Head) *

Select

Challan Amount *

₹

BSR Code *

Serial Number *

Date of payment *

DD/MM/YY

Remarks

Upload Copy of Challan *

Only .pdf files. <configurable> max file size.

Cancel

Add

+ Add Challan Details

Cancel

Save

Note: Once you agree that the demand is correct, you cannot disagree with demand later on.

Step 5b: If you select Disagree with Demand (Either full or Part), you will be required to add reason(s) for disagreement and click Save and go to Step 7.



Call Us

English

A⁺ A⁺ A⁺

?

Individual

Dashboard

e-File

Authorised Partners

Services

Pending Actions

Grievances

Help

Session Time 1 4 : 5 6

Dashboard / Pending Action / e-Proceedings / Submit Response / Response From Assessee

Response to Outstanding Demand - 2019201810009871233C (DRN)

Assessment Year
2016-17

Outstanding Demand Amount
₹ 1,200

Accrued Interest ⓘ
₹ 110
[View Interest Computation](#)

Section Code
143(1)

Date of Demand Raised
05-Feb-2019

Date of Service of Notice ⓘ
16-May-2019

Mode of Service
[Email & Post](#)

AO Response
Demand covered by instalments

AO Response Date
31-Jul-2019

Rectification Rights
Assessing Officer

Response From Assessee

☐ Demand is correct

☒ Disagree with demand (Either in Full or Part)

☐ Demand is not correct
but agree for adjustment

Response: Disagree with demand (Either in Full or Part)

Reason ⓘ

+ Add Reason(s)

11 Reasons are selected.

Provide details for each section

Reason 1 : Demand paid and challan has CIN (without open challan details)

✓ Completed



Reason 2 : Demand paid and Challan has CIN (With open challan details)

✓ Completed



Reason 3 : Demand paid and Challan has no CIN

✓ Completed



Reason 4 : Demand already reduced by Rectification/Revision

✓ Completed



Payment Summary

Outstanding Demand Amount ₹ 3,000

Accrued Interest ₹ 200

Total Amount Not Payable - ₹ 3,000


Amount Payable ₹ 200

Cancel

Save

Acti
Go to

Step 5c: If you select Demand is not correct but agree for adjustment, a message will be displayed, click Continue and add a reason for disagreement and go to Step 6.



Provide Reasons

We acknowledge your response as "Demand is not correct but agree for adjustment" but please provide reasons for disagreement.

Skip Continue

Step 6: Enter Set Priority for the order in which the adjustment is favoured and click Submit Response.

Dashboard / Pending Action / e-Proceedings / Submit Response / Response From Assessee

Details of Outstanding Demand Related to 245 Demand Notice

Refund Claimed: ₹ 10,000

Search by

Assessment Year

Enter Assessment Year



Records are as per the data available at Income Tax Department

Date of last refresh: 30-Sep-2019

Demand Reference No.: 2019201810009871233C

Assessment Year : 2018-19

Outstanding Demand
Amount

₹ 1,000

Accrued Interest ⓘ

₹ 100

[View Interest Computation](#)

Pending Payment / Response

Current Status

16-May-2019

Date of Service of Notice ⓘ

05-Feb-2019

Date of Demand Raised

Section Code : 143(1)

Rectification Rights: CPC

Mode of Service: [Email & Post](#)

A0 Response: Demand covered by instalments

A0 Response Date : 31-Jul-2019

Download



☒ Demand is correct

[Response from Assessee](#)

☐ Disagree with demand
(Either in Full or Part)

☐ Demand is not correct
but agree for adjustment

Please set the priority of the order in which adjustment is favoured.
if you will not set the priority, then the adjustment will be done as
chronological A.Y.

Set Priority *

1

< Back

Submit Response

Acti
Go to

Note: You can set priority for adjusting demand in case you have more than one outstanding demand to be paid / adjusted.

Step 7: Select the Declaration checkbox and click Proceed to e-Verify.

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo, a 'Call Us' button, a language dropdown set to 'English', font size controls, and a user profile dropdown set to 'Individual'. Below the header is a navigation bar with links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The 'Session Time' is displayed as 1:45:56.

The main content area shows the breadcrumb trail: Dashboard / Pending Action / e-Proceedings / Submit Response / Submit Response to Outstanding Demand. The title is 'Submit Response to Notice ID 10000000976488'.

Under the 'Declaration' section, there is a checkbox with a checkmark inside, followed by the text: 'I solemnly declare that, to the best of my knowledge and belief the information furnished is correct and is in accordance with the provisions of the Income Tax Act, 1961.'

At the bottom of the declaration section, there are two buttons: '< Back' on the left and 'Proceed to e-Verify' on the right. The 'Proceed to e-Verify' button is highlighted with a red rectangular box.

The footer contains the India.gov.in logo, a note about the site's resolution (1366 x 768) and last update (10/08/2019), supported browsers (Internet Explorer 11, Google Chrome 76.0, Firefox 68.0, Safari 12.1, Opera 62), and copyright information for the Income Tax Department, Ministry of Finance, Government of India. It also includes links for Website Policies, Accessibility Statement, and Site Map.

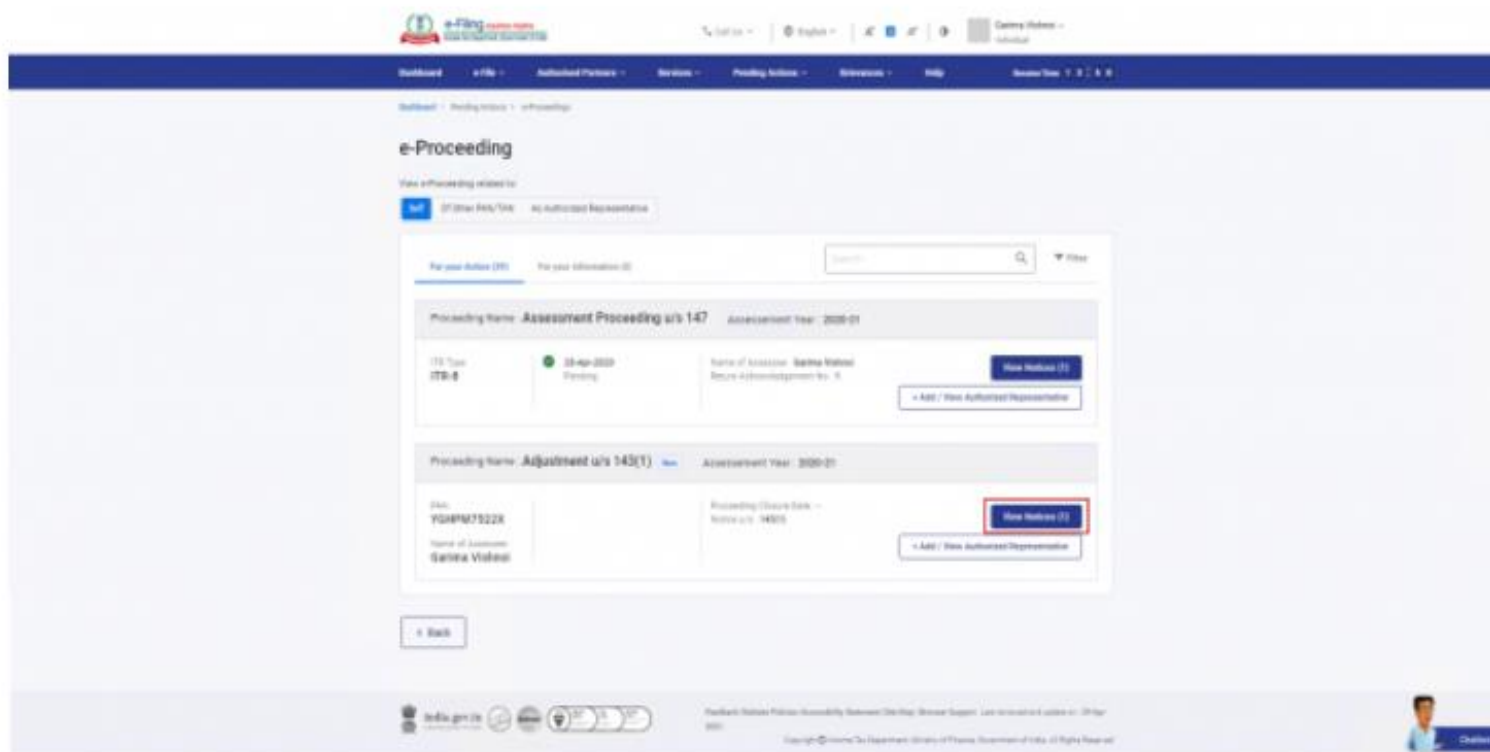
Note: Refer to the [How to e-Verify](#) user manual to learn more.

On successful e-Verification, a success message is displayed along with a Transaction ID and Acknowledgment Number. Please keep a note of the Transaction ID and Acknowledgment Number for future reference. You will receive a confirmation message on your email ID registered on the e-Filing portal.

3.3. To view and submit response to Prima Facie Adjustment u/s 143(1)(a)

Step 1: Click View Notice corresponding to Adjustment u/s 143(1)(a) and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 11



The screenshot displays the e-Procceeding portal interface. At the top, there is a navigation bar with links for 'e-Filed', 'Authorized Persons', 'Services', 'Pending Actions', 'e-Procceedings', and 'Help'. The main heading is 'e-Procceeding'. Below it, there is a section for 'View e-Procceeding related to' with a dropdown menu showing 'ITR-6' and '28-Apr-2020'. The main content area shows two rows of information. The first row is for 'Assessment Proceeding u/s 147' with 'Assessment Year: 2020-21'. The second row is for 'Adjustment u/s 143(1)' with 'Assessment Year: 2020-21'. In the second row, the 'View Notice (1)' button is highlighted with a red box. At the bottom, there is a 'Back' button and a footer with logos and contact information.

Step 2: Click Notice/Letter pdf.

View Notices for e-Proceedings

Proceeding/Notice: Adjustment via 148(7) ID: 129150109369 Status of Document: Notice Issued Associated Fee: \$200.00

Document Identification Number (ID#): 129150109369

ID#	Document	Status	Issued On	Received On	Document Due Date
148(7)	Notice via 148(7)	Notice Issued	12th May 2020	12th May 2020	12th May 2020

[Download](#) [Notice/Letter Pdf](#)

[Back](#)

Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click Download.

Notice/Letter pdf

Notice/Communication Reference ID: 129150109369 ID#

From: 87123456 To: tax@india.gov.in CC: tax@india.gov.in

Subject: Notice Submissions

Dear,

Please find attached the Notice via 148(7) for the FY 2019-2020 and 12th May 2020.

Please quote your PAN in all communications.

Note:

- This communication is computer generated and may not require signature.
- This communication may be received via email and the requirements of Income Tax Rules 127 and 127A.
- Support may may be sent separately from already digitally signed.
- Please quote your PAN in all communications.
- Income Tax Department may not send any request information for any reason, details of all events (e.g. 26, 40, 41, 42) and documents will be sent with such information on the basis of events.

[Download](#)

[Back](#)

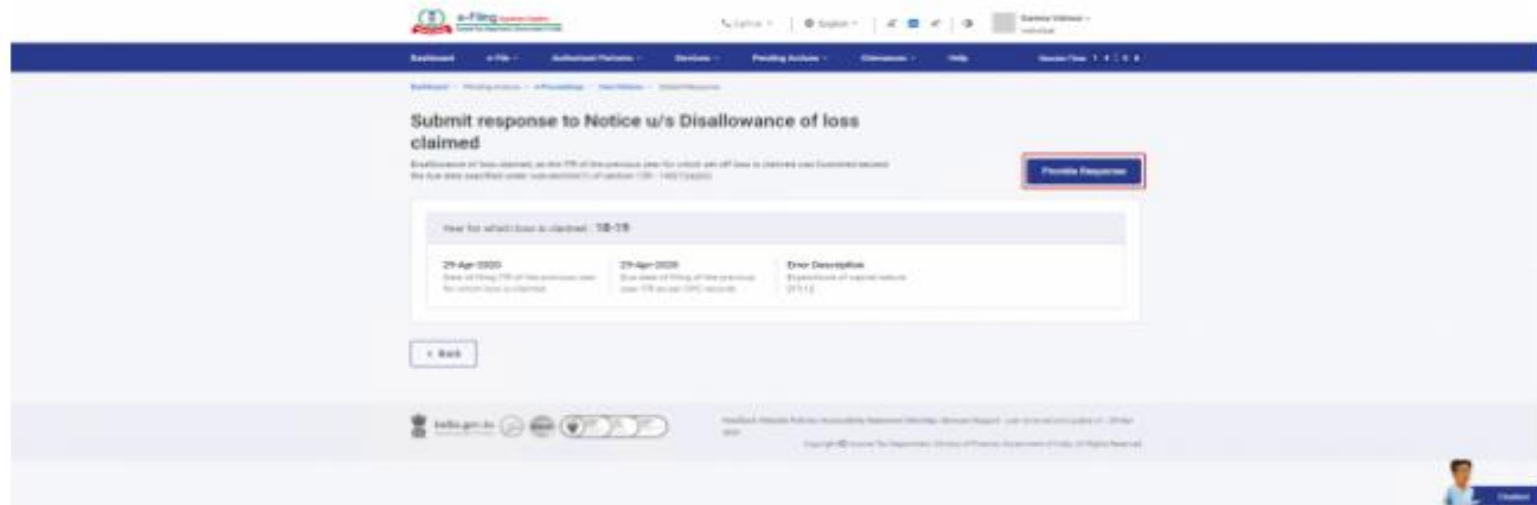
Step 4: Click Submit Response.

The screenshot shows the 'View Notices for e-Proceedings' page. At the top, there's a navigation bar with links like Dashboard, e-File, Acknowledgement, Services, Pending Notices, Documents, and Help. Below this, the page title is 'View Notices for e-Proceedings'. It shows the user's name as 'Adjuncted on 14/01', the role as 'e-Procceedings', and the name of the company as 'Business Hub'. A search bar is present. The main content area shows a table with one notice, ID 143(1), with a 'Submit Response' button highlighted in a red box. Below the table, there's a 'Back' button. The footer contains logos for e-Procceedings, e-File, and e-Response, along with a copyright notice.

Step 5: You will be able to view the details of the Prima Facie Adjustments found by CPC in your filed ITR. Click on each variance to provide responses.

The screenshot shows the 'Submit Response to Notice ID 1105555553538' page. At the top, there's a navigation bar with links like Dashboard, e-File, Acknowledgement, Services, Pending Notices, Documents, and Help. Below this, the page title is 'Submit Response to Notice ID 1105555553538'. It shows the user's name as 'Adjuncted on 14/01', the role as 'e-Procceedings', and the name of the company as 'Business Hub'. A search bar is present. The main content area shows two sections for adjustments: 'Disallowance of Loss Claimed (1)' and 'Disallowance of Expenditure Indicated in Audit Report and ITR (1)', both with 'Response' buttons. Below the sections, there's a 'Back' button and a 'Submit' button. The footer contains logos for e-Procceedings, e-File, and e-Response, along with a copyright notice.

Step 6: On clicking the variance, details of the variance will be displayed. To provide response for the particular variance, click Provide Response.



Submit response to Notice u/s Disallowance of loss claimed

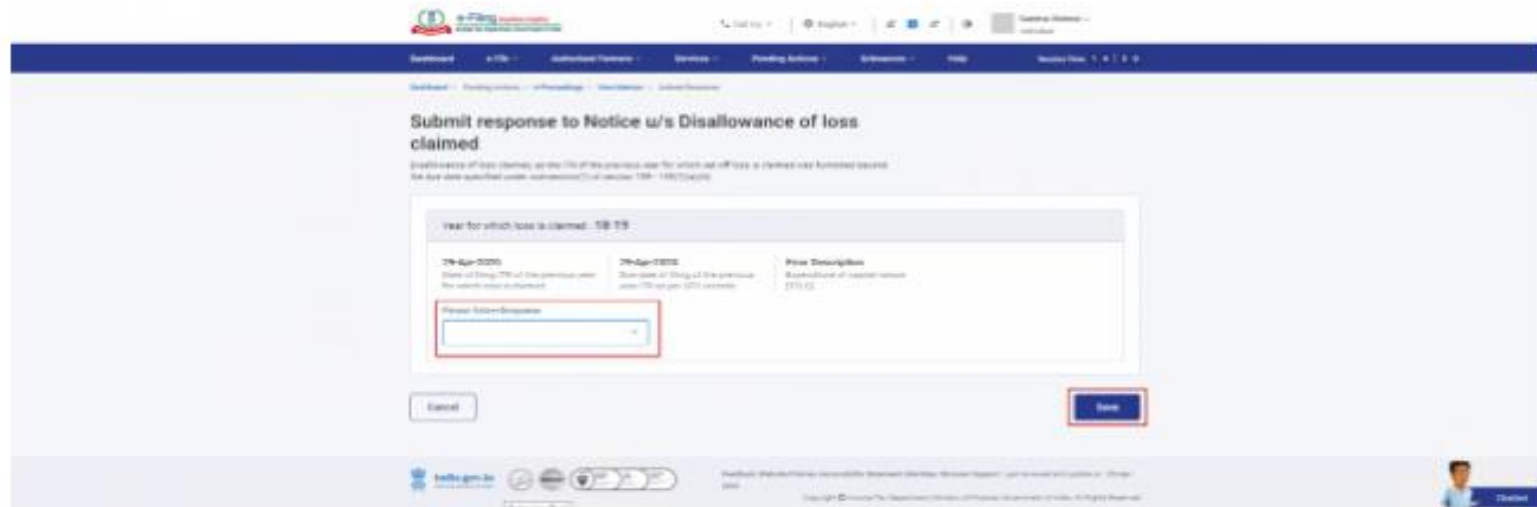
Disallowance of loss claimed, as per 115 of the previous year for which set off loss is claimed may be revised based on the facts and circumstances of the case (Section 115B-115D) (applicable)

Provide Response

Year for which loss is claimed: 18-19		
29-Apr-2020 Date of filing 115 of the previous year for which loss is disallowed	29-Apr-2020 Date of filing of the previous year 115 (as per 115) response	Error Description Disallowance of capital loss (29/1/20)

Back

Step 7: Select the relevant response from the dropdown and click Save after responding to each Prima Facie Adjustment.



Submit response to Notice u/s Disallowance of loss claimed

Disallowance of loss claimed, as per 115 of the previous year for which set off loss is claimed may be revised based on the facts and circumstances of the case (Section 115B-115D) (applicable)

Provide Response

Year for which loss is claimed: 18-19		
29-Apr-2020 Date of filing 115 of the previous year for which loss is disallowed	29-Apr-2020 Date of filing of the previous year 115 (as per 115) response	Error Description Disallowance of capital loss (29/1/20)

Provide Response

Cancel **Save**

Step 8: Once all the responses have been provided, click Back.

e-Filing evfiling.india.gov
How to Register / Download ITR

Call Us + | English + | | **Garima Vaidya** +
Individual

Dashboard + e-File + Authorized Parties + Services + Pending Actions + E-services + Help **Session Time: 1 : 4 : 4 : 8**

Dashboard + Pending Actions + **e-Proceedings** + View Notices + Submit Responses

Submit response to Notice u/s Mismatch in expenditure indicated in audit report and ITR

Disallowance of expenditure indicated in the audit report but not taken into account in computing the total income in the Income Tax Return u/s 143(1)(a)(ii)

[Provide/Edit Response](#)

Particulars : Any sum payable to an employee as bonus or commission for services rendered		
₹170,000.00 Amount mentioned in Form A/c/Partners JCD (3)	₹11,111.00 Amount mentioned in the Income Tax Return (3)	₹20,000.00 Mismatch (2)-(3)

[Discrepancy Explained](#)

[Back](#)

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Step 9: On clicking Back, you will be taken back to the details of Prima Facie Adjustment found by CPC in your filed ITR. After responding to each variance, the responses will be saved. Click Continue.

Submit Response to Notice ID 110555553538
Notice Summary: CPC has found the following error in the Income Tax Return filed by you:

Disallowance Of Loss Claimed (2)	Response Status	Value
Disallowance of loss claimed, as the ITR of the previous year for which loss offset is claimed was furnished beyond the due date specified under sub-section(7) of section 139-143(7)(a)(ii)	Continue	Value: ₹12,000.00
Mismatch In Expenditure Indicated In Audit Report And ITR (1)	Continue	Value: ₹12,000.00

[< Back](#) [Continue >](#)

Step 10: Select the Declaration checkbox and click Proceed to e-Verify.


Submit Response to Notice ID 110555553538


Declaration

☒ I solemnly declare that, to the best of my knowledge and belief the information given is correct and complete and is in accordance with the provisions of the Income Tax Act, 1961.

[< Back](#) [Proceed to e-Verify >](#)


On successful e-Verification, a success message is displayed along with a Transaction ID. Please keep a note of the Transaction ID for future reference. You will also receive a confirmation message on your email ID registered on the e-Filing portal.



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Individual

Dashboard | e-File | Authorized Partners | Services | Pending Actions | Grievances | Help | Session Time 1 4 5 8

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response



Submitted Successfully!

Transaction ID : **EVERIPT00000009213**


Response to notice u/s 143(1)(a) has been submitted successfully. Your Income Tax Return will be processed after taking into consideration the response/revised return submitted before making adjustments as per Section 143(1)(a).


An e-mail confirming the successful submission of your response has been sent to rahul@cpc.incometax.gov.in


Go To Dashboard


View Response


Go to e-Proceedings


 **india.gov.in**
national portal of india
















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Step 11: If you wish to view the response submitted, click View Response on the Successful Submission page. You will be able to view the details of notices, response / remarks provided.



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Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 : 4 : 58

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response

 **Submitted Successfully!**

Transaction ID : EVERIFY000000009213


Response to notice u/s 143(1)(a) has been submitted successfully. Your Income Tax Return will be processed after taking into consideration the response/revised return submitted before making adjustments as per Section 143(1)(a).


An e-mail confirming the successful submission of your response has been sent to rahuls@cpc.incometax.gov.in


Go To Dashboard


View Response


Go to e-Proceedings


 india.gov.in
national portal of India











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3.4. To view and submit response to Suo-moto Rectification u/s 154

Step 1: Click View Notice corresponding to the proceedings u/s 154 and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 7

The screenshot displays the 'e-Procceeding' portal interface. At the top, there is a navigation bar with links for Dashboard, e-File, Authorized Partners, Services, Pending Actions, Statements, and Help. Below this, the 'e-Procceeding' section is visible, showing a list of proceedings. The first entry is 'Assessment Proceeding u/s 147' with a status of 'Pending' and a date of '28-Apr-2020'. The second entry is 'Suo-Moto Rectification u/s 154' with a status of 'Pending' and a date of '27-Apr-2017'. This entry is highlighted with a red box around the 'View Notice (1)' button. The third entry is another 'Suo-Moto Rectification u/s 154' with a status of 'Pending' and a date of '27-Apr-2017'. The bottom of the page features a footer with the ICAI logo, contact information, and a disclaimer.

Step 2: Click Notice/Letter pdf.

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo, language options (English), and a user profile for 'Garima Vishnoi'. Below the header is a navigation bar with links: Dashboard, e-File, Authorized Partners, Services, Pending Actions, Grievances, and Help. The main content area is titled 'View Notices for e-Proceedings'. It displays the following information:

- Proceeding Name: Suo Moto Rectification u/s 154
- PAN: Y0HPM7522X
- Assessment Year: 2017-18

Below this information is a search bar labeled 'Search by Notice ID'. A document identification number (DIN) is shown: 9999999999750. The main notice details are as follows:

154	Description: [CPC] Notice u/s 154 of the Income Tax Act, 1960	Submit Response
Notice u/s	Issued On: 22-Sep-2017 Served On: 19-Mar-2017 Response Due Date: 07-Jun-2022	Notice/Letter Pdf

A red box highlights the 'Notice/Letter Pdf' button. At the bottom left, there is a 'Back' button. The footer contains the India.gov.in logo, various service icons, and copyright information for the Income Tax Department, Ministry of Finance, Government of India.

Activate Windows

Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click **Download**.

The screenshot displays the e-Filing portal interface. At the top, there is a header with the e-Filing logo, language options (English), and a user profile for 'Gemma Vishnoi'. Below the header is a navigation bar with links for Dashboard, e-File, Authenticated Partners, Services, Pending Actions, Grievances, and Help. The main content area is titled 'Notice/Letter pdf' and contains a detailed notice. The notice includes a reference ID '9999999999730', a date '01-Sep-2017', and is addressed to 'test@gmail.com' from 'testto@gmail.com'. The subject is '[CP] Notice u/s 154 of the Income-tax Act, 1950'. The body of the notice addresses 'Gemma Vishnoi' and mentions a PAN 'YQHPM7522X'. It includes a note about the computer-generated nature of the communication and a 'Download' button, which is highlighted with a red box. At the bottom of the notice area is a 'Back' button. The footer contains the India.gov.in logo, various service icons, and copyright information for the Income Tax Department, Government of India.

e-Filing सुप्रीम कोर्ट के लिए
How to Install Browser Plug-in

Call Us - English - A+ A- - Gemma Vishnoi - Individual

Dashboard **e-File** **Authenticated Partners** **Services** **Pending Actions** **Grievances** **Help** **Session Time: 1 4 2 5 4**

Dashboard **Pending Actions** **e-Proceedings** **View Notices** **Installed Notices**

Notice/Letter pdf

Notice/ Communication Reference ID: 9999999999730 Date: 01-Sep-2017

From: test@gmail.com To: testto@gmail.com CC: testcc@gmail.com

Subject: [CP] Notice u/s 154 of the Income-tax Act, 1950


Dear Gemma Vishnoi,

Please find attached the Notice u/s 154 for PAN YQHPM7522X and A.Y. 2017.






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.


 **Download**

Back


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 **Charbat**

Step 4: Click Submit Response.



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Individual

Dashboard | [File](#) | [Authorized Partners](#) | [Services](#) | [Pending Actions](#) | [Grievances](#) | [Help](#) | Session Time: 1 : 4 : 4 3


[Dashboard](#) | [Pending Actions](#) | [e-Proceedings](#) | [View Notices](#)

View Notices for e-Proceedings

Proceeding Name
Suo-Moto Rectification u/s 154

PAN
Y0HPM7522X

Assessment Year
2017-18

Select By Notice ID 

Document Identification Number (DIN) : 9999999999750

154
Notice u/s

Description : [CFC] Notice u/s 154 of the Income-tax Act, 1960

Issued On : 22-Sep-2017


Served On : 13-Mar-2017






Response Due Date : 07-Jun-2022

Submit Response

Notice/Letter Pdf


[Back](#)

 india.gov.in
related portal of india


    

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 Chatbot

Step 5: Details of the mistakes proposed to be rectified will be displayed. Select the response for each mistake proposed to be rectified. You can either select **Agree and proceed with rectification** or **Disagree and object to the rectification**.



Call Us +English +A+ +A+ +G

Satima Vishnoi
Individual

Dashboarde-FileAuthorized PartnersServicesPending ActionsGrievancesHelpSession Time 1:4:5:1

DashboardPending Actionse-ProceedingsView NoticesSubmit Response

Submit Response

Particulars of the mistake proposed to be rectified

* Indicates the mandatory fields

TDS/TCS credit given earlier is now proposed to be withdrawn since deductor has updated the amount of actual deduction/collection

Following are the details of Unanchored Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)

Please check and provide your response

PAN of the Buyer/TAN of the Deductor: YGHPM7522X


Tax credit allowed	Actual Tax Credit Available	Mismatch Amount	A.Y.
₹120,000.00	₹1,000.00	₹20,000.00	2017

Select whichever is applicable


☐ Agree and proceed with rectification ☐ Disagree and object to the rectification

< Back

Continue >

 Chatbot

Step 5a: If you agree with the proposed rectification, select Agree and proceed with rectification and click Continue.

**e-Filing** Assam to e-proceed

[Call Us](#) | [English](#) | [A](#) | [A](#) | [A](#) | [A](#)

Garima Vishnoi
Individual

[Dashboard](#) | [e-File](#) | [Authorized Partners](#) | [Services](#) | [Pending Actions](#) | [Grievances](#) | [Help](#) | Session Time 1 4 : 0 1

[Dashboard](#) > [Pending Actions](#) > [e-Proceedings](#) > [View Notices](#) > [Submit Response](#)

Submit Response

Particulars of the mistake proposed to be rectified → Indicates the mandatory fields

TDS/TCS credit given earlier is now proposed to be withdrawn since deductor has updated the amount of actual deduction/collection

Following are the details of Unmatched Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)

Please check and provide your response


PAN of the Buyer/TAN of the Deductor : YGHPM7522X

Tax credit allowed ₹130,000.00	Actual Tax Credit Available ₹1,000.00	Mismatch Amount ₹30,000.00	A.Y. 2017
-----------------------------------	--	-------------------------------	--------------


Select whichever is applicable

☒ Agree and proceed with rectification ☐ Disagree and object to the rectification

[← Back](#) [Continue →](#)

 [Chatbot](#)

Step 5b: If you disagree with the proposed rectification, select Disagree and object to the rectification, select the reason from the dropdown and click Continue.



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English

A⁺ A⁺ A⁺

Sarima Vishal
Individual

Dashboard

e-File

Authorized Partners

Services

Pending Actions

Grievances

Help

Session Time: 1 4 5 5

Dashboard

Pending Actions

e-Proceedings

View Notices

Submit Response

Submit Response

Particulars of the mistake proposed to be rectified

* indicates the mandatory fields

TDS/TCS credit given earlier is now proposed to be withdrawn since deductor has updated the amount of actual deduction/collection

Following are the details of Unmatched Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)

Please check and provide your response

PAN of the Buyer/TAN of the Deductor : YGHPM7522X

Tax credit allowed ₹120,000.00	Actual Tax Credit Available ₹1,000.00	Mismatch Amount ₹20,000.00	A.Y. 2017
-----------------------------------	--	-------------------------------	--------------

Select whichever is applicable

☐ Agree and proceed with rectification

☒ Disagree and object to the rectification

Select the reason *


Select Reason


Rectification Application submitted and pending processing


Revised return submitted and pending processing


Back


Continue

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Step 6: Select the Declaration checkbox and click Proceed to e-Verify.

The screenshot shows the 'Submit Response' page on the e-Filing portal. The page header includes the e-Filing logo, language options (English), and user information (Garima Mishra - Individual). The main content area is titled 'Submit Response' and includes a sub-header 'Particulars of the mistake proposed to be rectified'. Below this, there is a 'Declaration' section with a checkbox that is selected, indicating the user's agreement to the terms. A red box highlights the 'Proceed To E-Verify' button. The footer contains the India.gov.in logo, feedback links, and copyright information.

e-Filing सूचना आगार
Income Tax Department, Government of India

Call Us | English | | Garima Mishra - Individual

Dashboard | e-File | Authorized Partners | Services | Pending Actions | Grievances | Help | Session Time: 1:45:00

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response

Submit Response

Particulars of the mistake proposed to be rectified

Declaration
☒ I solemnly declare that, to the best of my knowledge and belief the information given is correct and is in accordance with the provisions of the Income Tax Act, 1961


[< Back](#) [Proceed To E-Verify >](#)

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Note: Refer to the [How to e-Verify](#) user manual to learn more.

On successful e-Verification, a success message is displayed along with a Transaction ID. Please keep a note of the Transaction ID for future reference. You will also receive a confirmation message on your email ID registered on the e-Filing portal.

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India


Call Us ▾ | English ▾ | A A* | ⓘ

Garima Vishnoi ▾
Individual

Dashboard ▾ | e-File ▾ | Authorised Partners ▾ | Services ▾ | Pending Actions ▾ | Grievances ▾ | Help

Session Time 1 4 : 5 0

Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response

 **Submitted Successfully!**

Transaction ID : **FOS000000058237**

Response to Suo-Moto rectification u/s 154 has been submitted successfully. Your Income Tax Return will be processed after taking into consideration the response submitted, before making adjustments.

An e-mail confirming the successful submission of your response has been sent to **rahuls@cpc.incometax.gov.in**

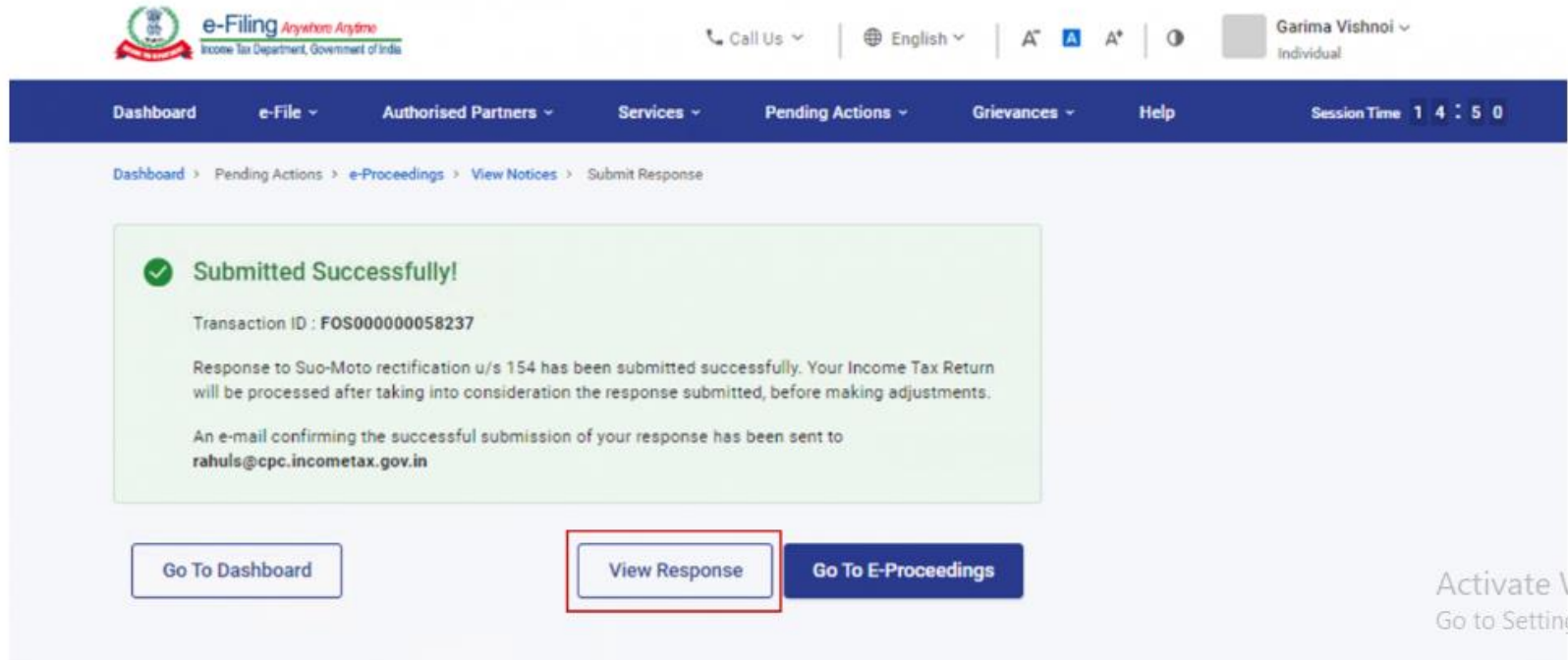
Go To Dashboard

View Response

Go To E-Proceedings

Activate Win

Step 7: If you wish to view the response submitted, click **View Response** on the **Successful Submission** page. You will be able to view the details of notices, response / remarks provided.



The screenshot displays the e-Filing portal interface. At the top, the e-Filing logo and 'Anywhere Anytime' tagline are visible, along with the user's name 'Garima Vishnoi' and session time '1 4 : 5 0'. A dark blue navigation bar contains links for Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. Below this, a breadcrumb trail shows the path: Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response. The main content area features a green success message box with a checkmark icon, stating 'Submitted Successfully!' and providing the Transaction ID 'FOS000000058237'. It also informs the user that their response to a Suo-Moto rectification has been submitted and that an email confirmation has been sent to 'rahuls@cpc.incometax.gov.in'. At the bottom of the message box, three buttons are present: 'Go To Dashboard', 'View Response' (which is highlighted with a red rectangular border), and 'Go To E-Proceedings'. On the right side of the page, there is a faint watermark text that reads 'Activate Windows Go to Settings to activate Windows'.

Submitted Successfully!

Transaction ID : FOS000000058237

Response to Suo-Moto rectification u/s 154 has been submitted successfully. Your Income Tax Return will be processed after taking into consideration the response submitted, before making adjustments.

An e-mail confirming the successful submission of your response has been sent to rahuls@cpc.incometax.gov.in

[Go To Dashboard](#) [View Response](#) [Go To E-Proceedings](#)

Activate Windows
Go to Settings to activate Windows

3.5. To view/submit response or seek adjournment of response due date to notice issued by Assessing Officer or any other Income Tax Authority (including respond as part of compliance related to other PAN/TAN)

Step 1: Click **View Notice** corresponding to the notice issued by Income Tax Official and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 10
Respond as part of compliance - Of other PAN / TAN	Follow Step 4 to Step 10

e-Proceedings

View e-Proceedings related to :

Self

Of Other PAN/TAN

As Authorized Representative

For your Action (1)

For your Information (1)

Search



Proceeding Name : **Assessment Proceeding u/s 147**

New

Assessment Year : **2018-19**

AKCPM5885F

PAN

Vishal Garg

Name of Assessee



27 May 2015

e-Submissions
re-enabled by AO



15 May 2015

Open

Proceeding Limitation Date : **13-Jun-2015**

Proceeding Closure Date : -

Financial Year : **2017-18**

View Notice(2)

Add / View Authorized Representative

< Back

Step 2: Click Notice/Letter pdf.

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

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Session time
14 : 34

HA Hanz Abdulkalam ▾
Individual

Dashboard e-File ▾ Authorised Partners ▾ Services ▾ Pending Action ▾ Grievances ▾

Dashboard / Pending Action / e-Proceedings / View Notices

View Notices for e-Proceedings

Proceeding Name	PAN	Name of Assessee	Financial Year
Assessment Proceeding u/s 147	AKCPM5885F	Mahesh Jain	2018-19
Assessment Year	2018-19		

Notice/ Communication Reference ID : 10000000976488

142(1)

Notice u/s

ITBA/AST/S/148/2017 -
18/1009597187(1)

Document reference ID

Description : <Notice subject line>

Issued on : 13-Jan-2016

Served On : 13-Jan-2016

Response Due Date : 28-Feb-2016

Last Response submitted on : -

Response viewed by AO on : -

[View Less](#)

Submit Response

Notice/Letter pdf

Seek /View Adjournment

Seek Video Conferencing

Notice/ Communication Reference ID : 10000000976489

148

Notice u/s

ITBA/AST/S/148/2017 -
18/1009597187(1)

Document reference ID

Description : <Notice subject line>

Issued on : 13-Jun-2015

Served On : 14-Jun-2015

Response Due Date : 13-Feb-2016

[View More](#)

Submit Response

Notice/Letter pdf

Seek /View Adjournment

[Back](#)

Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click Download.

The screenshot displays the e-Filing system interface. At the top, there is a header with the e-Filing logo, a 'Call Us' button, a language selector set to 'English', and a user profile for 'Garima Vishnoi'. Below the header is a navigation bar with links: Dashboard, e-File, Authorized Partners, Services, Pending Actions, Grievances, and Help. The main content area shows a breadcrumb trail: Dashboard > Pending Actions > e-Proceedings > View Notices > Detailed Notices. The title 'Notice/Letter pdf' is prominently displayed. Below the title, a white box contains the details of the notice: Notice/Communication Reference ID 120150223777, Date 01-Sep-2020, From ID123456, To fromtestTBA@gmail.com, CC totestTBA@gmail.com, and Subject Notice Subscription. The body of the notice is addressed to 'Dear Garima Vishnoi,' and mentions an attached Notice u/s 147 for PAN VQHFM7822X and A.Y. 2021. It also requests the user to quote their PAN in all future correspondences. A 'Note' section follows, containing several bullet points about the communication being computer-generated, its compliance with Income Tax Rules 127 and 127A, the possibility of a separate signed copy, the requirement to quote PAN, and a disclaimer that the Income Tax Department does not seek taxpayer information like user name, password, details of ATM/credit cards, etc. At the bottom of the notice box, there is a link to 'ITBA_F-proceedings0.pdf' and a 'Download' button, which is highlighted with a red rectangle. Below the notice box is a '< Back' button. On the right side of the screenshot, there is a semi-transparent text overlay that reads 'Activate Wind Go to Settings to a'.

Notice/Letter pdf

Notice/Communication Reference ID
120150223777

Date
01-Sep-2020

From
ID123456

To
fromtestTBA@gmail.com

CC
tostestTBA@gmail.com

Subject
Notice Subscription

Dear Garima Vishnoi,

Please find attached the Notice u/s 147 for PAN VQHFM7822X and A.Y. 2021.

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.


ITBA_F-proceedings0.pdf

Download

< Back

Activate Wind
Go to Settings to a

Step 4: Click Submit Response.

**e-Filing**
Income Tax Department, Government of India

Call Us | English | A⁺ A⁺ A⁺ |

Session time
14 : 34

HA Hanz Abdulkalam
Individual

Dashboard | e-File | Authorised Partners | Services | Pending Action | Grievances

Dashboard / Pending Action / e-Proceedings / View Notices

View Notices for e-Proceedings

Proceeding Name	PAN	Name of Assessee	Financial Year
Assessment Proceeding u/s 147	AKCPM5885F	Mahesh Jain	2018-19

Assessment Year
2018-19

Search by Notice ID

Notice/ Communication Reference ID : 10000000976488

142(1) Notice u/s	ITBA/AST/S/148/2017 - 18/1009597187(1) Document reference ID	Description : <Notice subject line> Issued on : 13-Jan-2016 Served On : 13-Jan-2016 Response Due Date : 28-Feb-2016 Last Response submitted on : - Response viewed by AO on : - View Less	<div>Submit Response</div> <div>Notice/Letter pdf</div> <div>Seek /View Adjournment</div> <div>Seek Video Conferencing</div>
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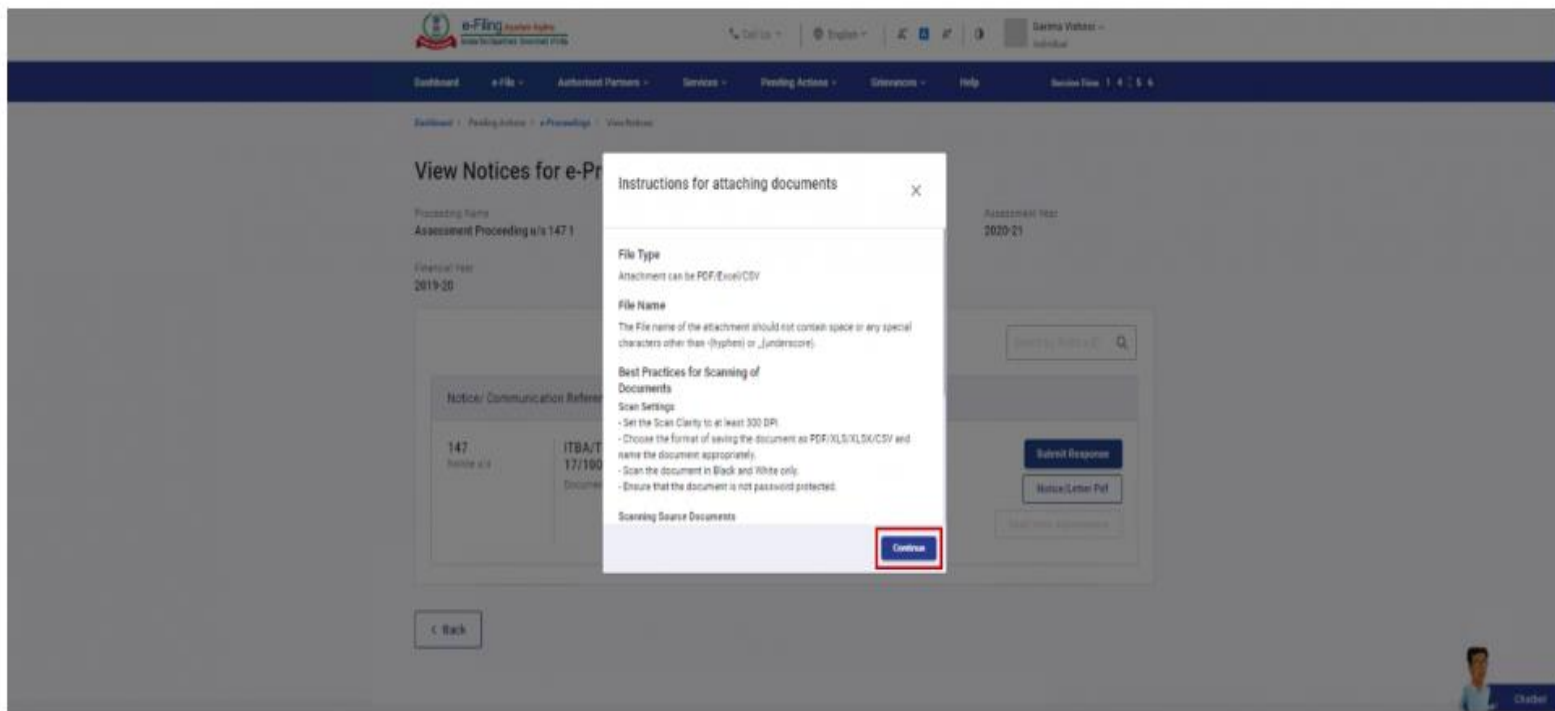
Notice/ Communication Reference ID : 10000000976489

148 Notice u/s	ITBA/AST/S/148/2017 - 18/1009597187(1) Document reference ID	Description : <Notice subject line> Issued on : 13-Jun-2015 Served On : 14-Jun-2015 Response Due Date : 13-Feb-2016 View More	<div>Submit Response</div> <div>Notice/Letter pdf</div> <div>Seek /View Adjournment</div>
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< Back

Activate Window
Go to Settings to acti

Step 5: Read the instructions for attaching documents and click **Continue**.



Note: If you are responding to a notice which requires you to submit the ITR, a message will be displayed for filing the ITR. Click **Proceed** and select the ITR type from the dropdown and click **Continue**.

Activate Windows
Go to Settings to activate Windows.

Step 6: You can select **Partial Response** (if you wish to submit response in more than one submission, or if the number of categories exceed 10) or **Full Response** (if you wish to submit response in single submission, or if the number of categories is less than 10).

e-Filing Assessee Portal
Home To Assessee, Submit & File

Call Us | English | A | A | A | **Garima Vishwak** - Individual

Dashboard | **e-File** | **Authorized Partners** | **Services** | **Pending Actions** | **Guidelines** | **Help** | **Session Time: 1 : 4 : 5 : 7**

Dashboard | **Pending Actions** | **e-Proceedings** | **View Notice** | **Submit Response**

1 **2** **3**
Provide Response **Declaration** **E verify**

Submit Response to Notice ID 120150223777

* Indicates mandatory field

Proceeding Name :	Full	Financial Year	Assessment Year
Assessment Proceeding u/s 147	YGHPM7522X	2019-20	2021-22
Document reference ID	Notice Section	Description	Issued On
ITBA/TPO/S/92CA/2016-17/1000100917(1)	147	Notice Subscription	29-December-2021
Served On	Response Due Date		
19-March-2018	29-December-2021		

Response from Assessee

Select Response type for Notice * [Learn More](#)

☐ Partial Response ☐ Full Response

Add Written Response/Remarks *


Enter reason for your response


Pending Chapters : 3/3

[Click here to select categories for attaching documents.](#) | [Instructions For File Upload](#)

Activate Window
Go to Settings to acti

Step 7: Enter Add Written Response/Remarks (up to 4000 characters), select the categories for attaching the documents and click Add Document to upload the required attachment. Click Continue.

 **e-Filing System**
How to Register, Submit Filing

Call Us | English | A A A |  Garima Vishnoi
Individual

Dashboard | e-Filing | Authorized Parties | Services | Pending Actions | Grievances | Help | Session Time: 1 4 3 7

Dashboard | Pending Actions | e-Proceedings | View Notices | Submit Response

1 Provide Response | 2 Declaration | 3 E-Verify

Submit Response to Notice ID 120150223777

* indicates mandatory field

Proceeding Name	PAN	Financial Year	Assessment Year
Assessment Proceeding u/s 147	YOHPM7522X	2019-20	2021-22
Document reference ID	Notice Section	Description	Issued On
ITBA/TPD/5/92GA/2016-17/1000100917(1)	147	Notice Subscription	29-December-2021
Received On	Response Due Date		
13-March-2018	29-December-2021		

Response from Assessee

Select Response type for Notice * [Learn More](#)

☐ Partial Response ☒ Full Response

Add Written Response/Remarks *

Enter reason for your response

Remaining Characters: 2000

[Click here to select categories for attaching documents.](#) [Instructions For File Upload](#)

Please select categories for Attaching Documents

Search

<input type="checkbox"/> Agriculture income computation statement	<input type="checkbox"/> Asset and Liability statement	<input type="checkbox"/> Balance sheet /statement of affairs along with detailed schedules
<input type="checkbox"/> Bank account statement	<input type="checkbox"/> Capital account statement	<input type="checkbox"/> Capital gains or loss computation statement
<input type="checkbox"/> Demat account statement	<input type="checkbox"/> Details of depreciable assets sold during the year	<input type="checkbox"/> Details of exempt income and expenditure incurred relating to exempt income
<input type="checkbox"/> Details of expenditure incurred involving persons covered u/s 40A(2)(b)	<input type="checkbox"/> Details of loans or advances taken from companies or firms	<input type="checkbox"/> Details of other expenditure
<input type="checkbox"/> Details of person wise expenditure as covered u/s 40(a)(i) and 40(a)(ia) with proof of deduction of tax	<input type="checkbox"/> Details of persons along with addresses who are issued shares during the year, along with PAN	<input type="checkbox"/> Details of share premium received
<input type="checkbox"/> Evidence in investment in capital gains scheme account	<input type="checkbox"/> Evidence in respect of investment made in properties	<input type="checkbox"/> Evidence of payment of taxes, duties, cess, interest etc covered u/s 43B
<input type="checkbox"/> Evidence with sources for cash deposits	<input type="checkbox"/> Family tree with sources of income and PAN	<input type="checkbox"/> Fixed assets schedule with details
<input type="checkbox"/> Income computation statement along with schedules	<input type="checkbox"/> Land holdings detail	<input type="checkbox"/> Method of valuation adopted Under rule 11QA and valuation report copy
<input type="checkbox"/> Note on business activities	<input type="checkbox"/> Partnership deed copy	<input type="checkbox"/> Profit and loss account along with detailed schedules
<input type="checkbox"/> Reconciliation of ITR with Audit report noting	<input type="checkbox"/> Reconciliation statement between receipts as per 284S and P&L Account	<input type="checkbox"/> Record of rights indicating details of crops grown
<input type="checkbox"/> Sale deed copies	<input type="checkbox"/> Sales Tax/VAT/Service Tax/GST returns or assessment orders copies	<input type="checkbox"/> Transaction statement
<input type="checkbox"/> Other for all categories		

Cancel Add Document

Cancel Continue >

Note:

- You will be required to attach the required document for each category selected.
- The maximum size of a single attachment should be 5 MB.
- If you have multiple documents to upload, put them together in a zipped folder and upload the folder. The maximum size of all attachments in a zipped folder should be 50 MB.

Step 8: Select the Declaration checkbox and click **Proceed to e-Verify**.

The screenshot shows the e-Filing portal interface. At the top, there's a header with the e-Filing logo, language options (English), and user information (Garima Vishnoi). Below the header is a navigation bar with links like Dashboard, e-File, Authorized Partners, Services, Pending Actions, Grievances, and Help. The main content area shows a progress bar with three steps: 'Provide Response' (completed with a green check), 'Declaration' (current step, highlighted with a blue box), and 'e-Verify' (pending). Below the progress bar, the title 'Submit Response to Notice ID 4542341770011' is displayed. Underneath, there's a 'Declaration' section with a checkbox and the text: 'I declare that the best of my knowledge and belief the information furnished in the statement or statements is correct and complete and other particulars shown therein are truly stated.' At the bottom of this section, there are two buttons: '< Back' and 'Proceed to e-Verify >'. The 'Proceed to e-Verify >' button is highlighted with a red box. The footer contains the India.gov.in logo, various security seals, and copyright information for the Income Tax Department, Ministry of Finance, Government of India.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

On successful e-Verification, a success message is displayed along with a Transaction ID and Acknowledgment Number. Please keep a note of the Transaction ID and Acknowledgment Number will be displayed, and you will receive a confirmation message on the email ID registered on the e-Filing portal.

Step 9: If you wish to view the response submitted, click **View Response** on the **Successful Submission** page. You will be able to view the details of notices, response / remarks provided.

To View / Seek Adjournment

Step 1: If you wish to seek or view adjournment, click Seek/View Adjournment.

e-Filing Assessment Proceeding
Assessment Proceeding, Summary of Proceedings

Call Us + English + A A + + Garima Vishnoi - Individual

Dashboard e-File Authorised Partners Services Pending Actions Grievances Help Session View 1 4 : 5 5

Dashboard > Pending Actions > e-Proceedings > View Notices

View Notices for e-Proceedings

Proceeding Name: Assessment Proceeding u/s 147
Roll: YGHPM/7522X
Name of Assessee: Garima Vishnoi
Assessment Year: 2020-21
Financial Year: 2019-20

Select by Notice ID


Notice/ Communication Reference ID : 120150223423

147 Notice u/s	ITBA/TPG/S/92CA/2016-17/1000100917(1) Document reference ID	Description: Notice Subroption Issued On: 29-Dec-2021 Served On: 13-Mar-2018 Response Due Date: 17-Apr-2021 View More	View Response Notice/Letter Pdf Seek/View Adjournment
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[Back](#)

Chatter

Step 2: Select Adjourned date sought up to, Reason for seeking Adjournment, enter remark/reason, attach file (if any) and click Submit.



Call Us +English + + +Garima Vishnoi - Individual

Dashboard + e-Filing + Authorized Platforms + Services + Pending Actions + Grievances + HelpSession Time: 1 4 7 2 2

Dashboard + Pending Actions + e-Proceedings + View Notices + Adjournment Details

Adjournment

Notice Details

Pin: YGRPM7522X	Name of Assessee: Garima Vishnoi	Notice Section: 147	Description: Notice Subscription
Response Date: 29-Dec-2021	Issued on: 29-Dec-2021	Response Due Date: 17-Apr-2021	

Seek Adjournment

Adjournment sought up to
Select the date by which you would be able to submit response ⓘ

Reason for seeking Adjournment *

Select

Reason

Enter your reason here

Remaining Characters: 5875

Attachment

Attach File

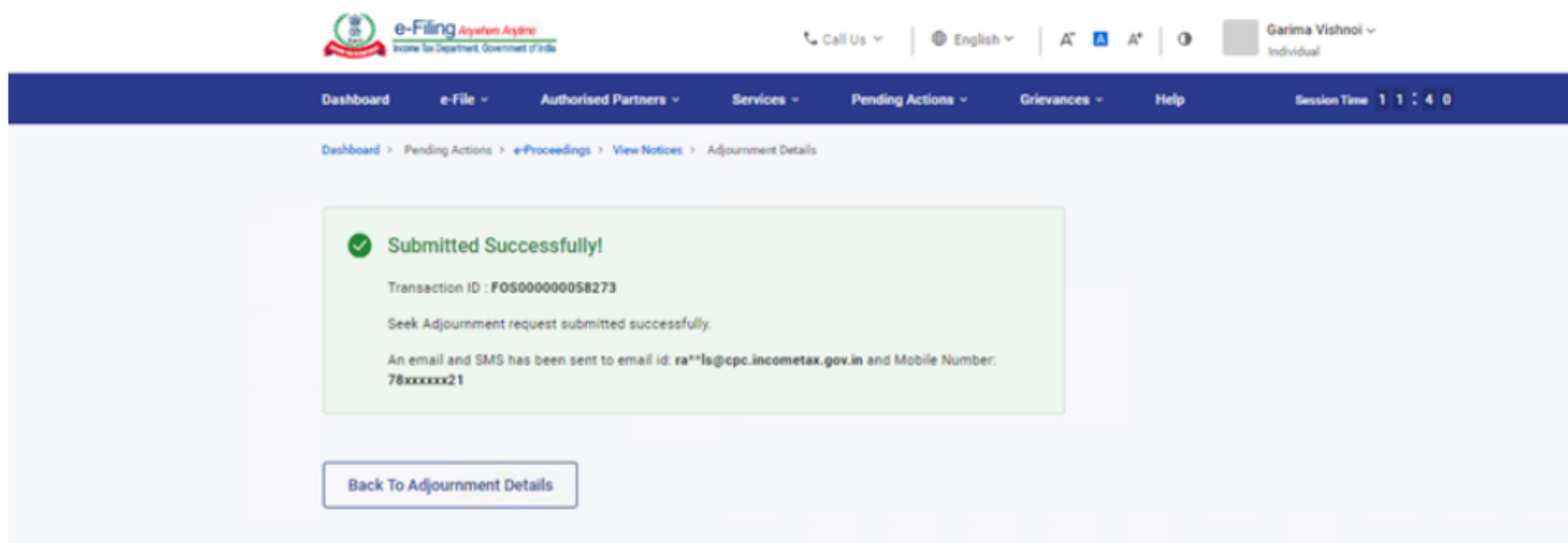
Only .pdf files. Sub-max file size.

Cancel Submit

Back

Activate Win
Go to Settings to

On successful submission, a Transaction ID will be displayed. Please keep a note of the Transaction ID for future reference. You will also receive a confirmation message on the email ID registered on the e-Filing portal.



To Seek Video Conferencing

Step 1: If you want to request for video conferencing, click **Seek Video Conferencing**.

Note: This will be available only if Assessing Officer has flagged the notice for raising a video conferencing request.

Step 2: Select the Reason for Seeking Video Conferencing, enter **Reason/Remarks**, **Attach File** (if any) and click **Submit**.

On successful submission, a Transaction ID will be displayed. Please keep a note of the Transaction ID for future reference. You will receive a confirmation message on the email ID registered on the e-Filing portal.

3.6. To view and submit response to Seek for Clarification Communication

Step 1: Click **View Notice** corresponding to Seek for Clarification and you can:

View and Download Notice	Follow Step 2 and Step 3
Submit Response	Follow Step 4 to Step 7

Step 2: Click **Notice/Letter pdf**.

Step 3: You will be able to view the notice issued to you. If you wish to download the notice, click **Download**.

Step 4: Click **Submit Response**.

Step 5: On the **Submit Response** page, click **Provide Response**.

Step 6: Select the reason from the dropdown and click **Continue**.

Step 7: Select the **Declaration** checkbox and click **Proceed to e-Verify**.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

On successful e-Verification, a success message along with a Transaction ID will be displayed. Please keep a note of the Transaction ID for future reference. You will also receive a confirmation message on your email ID registered on the e-Filing portal.

Step 8: In case you want to view the response submitted by you, click **View Response** on **Successful Submission** page and your response will be displayed.

3.7. To Add / Withdraw Authorized Representative to respond to a notice

(You can add an Authorized Representative for responding to various kinds of e-Proceedings on your behalf, except for Intimation u/s 245)

Step 1: Log in to the e-Filing portal using your valid user ID and password.

Step 2: On your **Dashboard**, click **Pending Actions > e-Proceedings**.

Step 3: Select the notice / intimation / letter and click **Add / View Authorized Representative**.

View and Download Notice	Refer to Section 3.7.1
Submit Response	Refer to Section 3.7.2

3.7.1 To add an Authorized Representative to respond to a notice:

Step 1: If there are no Authorized Representatives added previously, click **Add Authorized Representative**.

Note: In case you already have an Authorized Representative added of your choice, select **Make Active** and click **Confirm**.

Step 3: A 6-digit OTP is sent on your primary mobile number and email ID registered on the e-Filing portal. Enter the 6-digit mobile or email OTP and click **Submit**.

3.7.2. To withdraw Authorized Representative

Note:

- **Step 1:** Click **Withdraw** against the details of the respective authorized representative and the status will change to **Cancelled**.
-
-
-

After **Note:** You will only be able to withdraw an active Authorized Representative. In case the status is changed to Request Accepted, you will be required to provide the reason received and the Authorized Representative will be removed.

3.7.2. To withdraw Authorized Representative

Step 1: Click **Withdraw** against the details of the respective authorized representative and the status will change to **Cancelled**.

Note: You will only be able to withdraw an active Authorized Representative. In case the status is changed to Request Accepted, you will be required to provide the reason and the Authorized Representative will be removed.