

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)

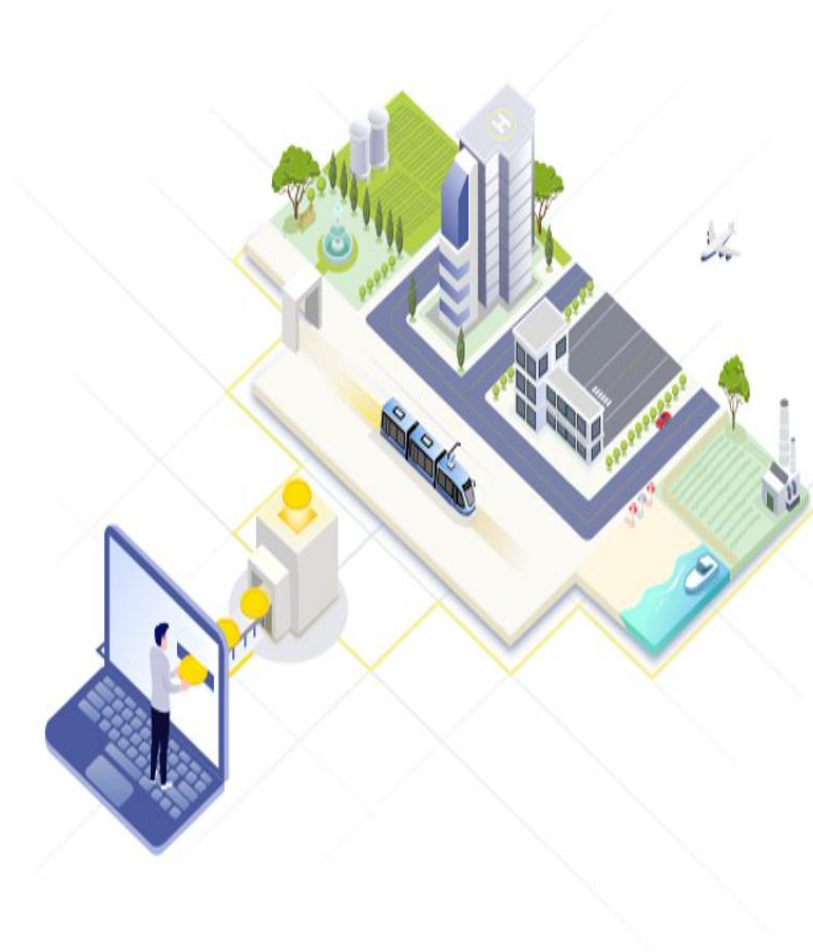
3. Step-by-Step Guide

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

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



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

Worklist

Response To Outstanding Demand

E-Proceedings

Annual Information Statement

Compliance Portal

Reporting Portal

Prescribed Payment Modes

Welcome to e-Filing portal Garin

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](#)

You can avail 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)**

Skip

Update Profile

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

e-Proceeding

View e-Proceeding related to:

Self

Of Other PAN/TAN

As Authorized Representative

For your Action (29)

For your Information (0)

Search



Filter

Proceeding Name : **Assessment Proceeding u/s 147** Assessment Year : 2020-21

ITR Type
ITR-8

✓ 28-Apr-2020
Pending

Name of Assessee : **Garima Vishnoi**
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

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

PAN
YGHPM7522X

✓ 27-Oct-2017
Pending

Name of Assessee : **Garima Vishnoi**
Proceeding Limitation Date : **22-May-2017**
Proceeding Closure Date : -
Notice u/s : **154**
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

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

PAN
YGHPM7522X

✓ 27-Oct-2017
Pending

Name of Assessee : **Garima Vishnoi**
Proceeding Limitation Date : **22-May-2017**
Proceeding Closure Date : -
Notice u/s : **154**
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

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](#)



india.gov.in
national portal of india



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 29-Apr-2021


Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved



Chatbot

To View and Download Notice

Step 2: Click Notice/Letter pdf.

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

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

Dashboard e-File Authorised 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	PAN	Name of Assessee :	Assessment Year
Defective notice u/s 139(9)	DEEPS1234R	Sanvi PAL	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>
-------------------------	-------------------------	----------------------------------	---


[< Back](#)

 india.gov.in national portal of india

Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

 Chatbot

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
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)(a) for PAN DEKPS1234N 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 complaint 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 AM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.



Download

< Back

To Submit Response

Step 4: Click Submit Response.

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

Submit Response

Notice/Letter Pdf

< Back



india.gov.in
national portal of india



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 29-Apr-2021


Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved



Chatbot

Step 5: You can either select Agree or Disagree.

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

Cancel

Continue >

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.

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

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.

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/G5a/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.

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



Provide Response

2

Declaration

3

E-Verify

Submit Response to Notice ID 5000050005

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 >



india.gov.in
national portal of india



Feedback (Website Policies) Accessibility Statement (Site Map) Browser Support Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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.

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

✓ Submitted Successfully!

Transaction ID : EVERIFY000000006668

An e-mail confirming the successful submission of your response has been sent to XYZ@gmail.com

Go To Dashboard

View Response

Go to e-Proceedings

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.

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

✓ Submitted Successfully!

Transaction ID : EVERIFY000000006668

An e-mail confirming the successful submission of your response has been sent to XYZ@gmail.com

Go To Dashboard

View Response

Go to e-Proceedings

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

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.

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

< Back

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

To Submit Response

Step 4: Click Submit Response.

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

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.

Dashboard / Pending Action / e-Proceedings / Submit Response

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



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.

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
Email & Post

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

Response: Demand is Correct

☒ 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/YYYY

Remarks

Upload Copy of Challan *

 Attachment

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

Cancel

Add

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.

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 >

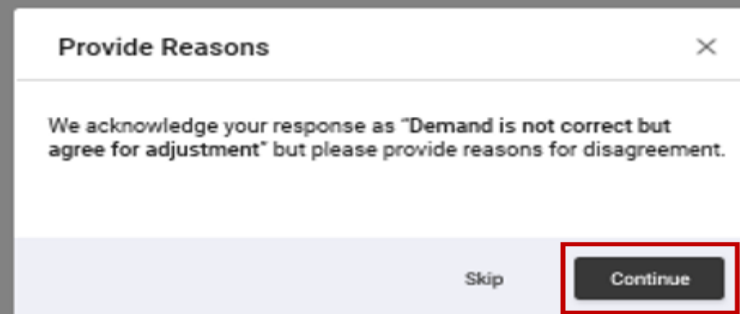
Reason 3 : Demand paid and Challan has no CIN

✓ Completed >

Reason 4 : Demand already reduced by Rectification/Revision

✓ Completed >

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**

AO Response: **Demand covered by instalments**

AO 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

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.

Dashboard / Pending Action / e-Proceedings / Submit Response / Submit Response to Outstanding Demand

Submit Response to Notice ID 10000000976488

Declaration

☒ 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.

< Back

Proceed to e-Verify

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

e-Proceeding

View e-Proceeding related to:

Self Of Other PAN/TAN As Authorized Representative

For your Action (29)

For your Information (0)

Search



Filter

Proceeding Name : **Assessment Proceeding u/s 147** Assessment Year : 2020-21

ITR Type
ITR-8

28-Apr-2020
Pending

Name of Assessee : Garima Vishnoi
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

Proceeding Name : **Adjustment u/s 143(1)** New Assessment Year : 2020-21

PAN
YGHPM7522X

Proceeding Closure Date : -
Notice u/s : 143(1)


View Notices (1)

Name of Assessee :
Garima Vishnoi

+ Add / View Authorized Representative

< Back

Step 2: Click Notice/Letter pdf.



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

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 14:56

Dashboard > Pending Actions > e-Proceedings > View Notices

View Notices for e-Proceedings





Proceeding Name	PAN	Name of Assessee :	Assessment Year
Adjustment u/s 143(1)	YGHPM7522X	Garima Vishnoi	2020-21

Select by Notice ID

Document Identification Number (DIN) : 120150109369


143(1) Notice u/s	Description : Notice Subscription Issued On : 22-Sep-2020 Served On : 13-Mar-2018 Response Due Date : 22-Sep-2022	<div>Submit Response</div> <div>Notice/Letter Pdf</div>
-----------------------------	--	---

< Back

Feedback (Website Policies | Accessibility Statement | Site Map | Browser Support) Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

 Chatbot

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
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)(a) for PAN DEKPS1234N 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 complaint 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 AM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.



Download

< Back

To Submit Response

Step 4: Click Submit Response.

View Notices for e-Proceedings

Proceeding Name

Adjustment u/s 143(1)

PAN

YGHPM7522X

Name of Assessee :

Garima Vishnoi

Assessment Year

2020-21

Select by Notice ID



Document Identification Number (DIN) : 120150109369

143(1)
Notice u/s

Description : Notice Subscription
Issued On : 22-Sep-2020
Served On : 13-Mar-2018
Response Due Date : 22-Sep-2022

Submit Response

Notice/Letter Pdf

< Back



Chatbot

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.

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

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 (1)

Disallowance of loss claimed, as the ITR of the previous year for which set off loss is claimed was furnished beyond the due date specified under sub-section(1) of section 139 - 143(1)(a)(iii)

Variance ₹20,000.00 >

Mismatch In Expenditure Indicated In Audit Report And ITR (1)

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

Variance ₹20,000.00 >

< Back

Continue >



india.gov.in
national portal of india



[Feedback](#) | [Website Policies](#) | [Accessibility Statement](#) | [Site Map](#) | [Browser Support](#) Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved



Chatbot

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 the ITR of the previous year for which set off loss is claimed was furnished beyond the due date specified under sub-section(1) of section 139 - 143(1)(a)(iii)

Provide Response

Year for which loss is claimed : 18-19

29-Apr-2020

Date of filing ITR of the previous year for which loss is claimed

29-Apr-2020

Due date of filing of the previous year ITR as per CPC records

Error Description

Expenditure of capital nature [37(1)]

< 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 the ITR of the previous year for which set off loss is claimed was furnished beyond the due date specified under sub-section(1) of section 139 - 143(1)(a)(iii)

Year for which loss is claimed : 18-19

29-Apr-2020

Date of filing ITR of the previous year for which loss is claimed

29-Apr-2020

Due date of filing of the previous year ITR as per CPC records

Error Description


Expenditure of capital nature [37(1)]


Please Select Response

Cancel

Save

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

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

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

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

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

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 - 143(1)(a)(iv)

Provide/Edit Response

Particulars : Any sum payable to an employee as bonus or commission for services rendered

₹120,000.00 Amount mentioned in form Annexure 3CD (b)	₹11,111.00 Amount mentioned in the Income Tax Return (a)	₹20,000.00 Variance (b)-(a)	Response: Accepted
--	---	--------------------------------	--------------------

< Back



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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 (1) Response Saved

Disallowance of loss claimed, as the ITR of the previous year for which set off loss is claimed was furnished beyond the due date specified under sub-section(1) of section 139 - 143(1)(a)(iii)

Variance ₹20,000.00 >

Mismatch In Expenditure Indicated In Audit Report And ITR (1) Response Saved

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

Variance ₹20,000.00 >

< Back

Continue >

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

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

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 >](#)

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 A⁺ | ⓘ

Garima Vishnoi ▾
Individual

Dashboard e-File ▾ Authorised 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 : **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



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support Last reviewed and update on : 30-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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.



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](#)

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

[Dashboard](#) > [Pending Actions](#) > [e-Proceedings](#)

e-Proceeding

View e-Proceeding related to:

Self Of Other PAN/TAN As Authorized Representative

For your Action (29)

For your Information (0)

Search



Filter

Proceeding Name : **Assessment Proceeding u/s 147** Assesment Year : 2020-21

ITR Type
ITR-8

✓ 28-Apr-2020
Pending

Name of Assessee : **Garima Vishnoi**
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

Proceeding Name : **Suo-Moto Rectification u/s 154** Assesment Year : 2017-18

PAN
YGHPM7522X

✓ 27-Oct-2017
Pending

Name of Assessee : **Garima Vishnoi**
Proceeding Limitation Date : 22-May-2017
Proceeding Closure Date : -
Notice u/s : 154
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

Proceeding Name : **Suo-Moto Rectification u/s 154** Assesment Year : 2017-18

PAN
YGHPM7522X

✓ 27-Oct-2017
Pending

Name of Assessee : **Garima Vishnoi**
Proceeding Limitation Date : 22-May-2017
Proceeding Closure Date : -
Notice u/s : 154

View Notices (1)

+ Add / View Authorized Representative

Step 2: Click Notice/Letter pdf.

Dashboard > Pending Actions > e-Proceedings > View Notices

View Notices for e-Proceedings

Proceeding Name PAN Assessment Year
Suo-Moto Rectification u/s 154 YGHPM7522X 2017-18

Select by Notice ID 

Document Identification Number (DIN) : 9999999999750

154
Notice u/s

Description : [CPC] Notice u/s 154 of the Income-
tax Act, 1750
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
national portal of india



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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
9999999999750

Date
01-Sep-2017

From
test@gmail.com

To
testto@gmail.com

CC
testcc@gmail.com

Subject
[CPC] Notice u/s 154 of the Income-tax Act, 1750

Dear Garima Vishnoi,

Please find attached the Notice u/s 154 for PAN YGHPM7522X 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 complaint 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 AM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.



Download

< Back

To Submit Response

Step 4: Click Submit Response.

View Notices for e-Proceedings

Proceeding Name
Suo-Moto Rectification u/s 154

PAN
YGHPM7522X

Assessment Year
2017-18

Select by Notice ID

Document Identification Number (DIN) : 9999999999750

154
Notice u/s

Description : [CPC] Notice u/s 154 of the Income-
tax Act, 1750
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
national portal of india



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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.

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	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 >

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

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	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 >

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.

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	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

Select the reason *

Select Reason

Rectification Application submitted and pending processing

Revised return submitted and pending processing

< Back

Continue >

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

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 >



india.gov.in
national portal of india



Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on: 29-Apr-2021

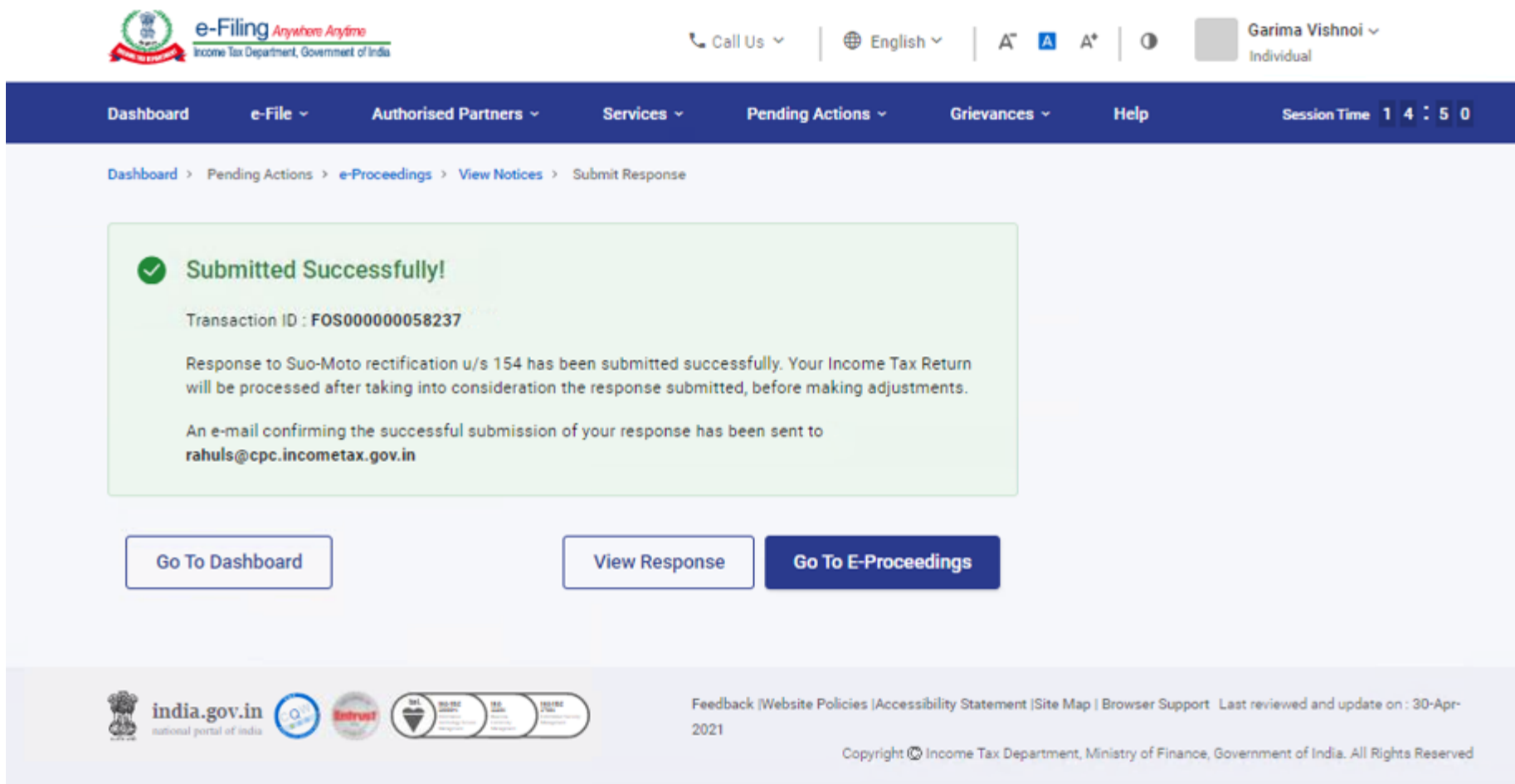
Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved



Chatbot

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.



The screenshot displays the e-Filing portal interface. At the top, the e-Filing logo and 'Anywhere Anytime' tagline are visible, along with the Income Tax Department, Government of India. The user is logged in as Garima Vishnoi, an individual. The navigation bar includes links for Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The session time is 14:50. The breadcrumb trail shows the path: Dashboard > Pending Actions > e-Proceedings > View Notices > Submit Response. A green success message box states 'Submitted Successfully!' with a green checkmark icon. It provides the Transaction ID: FOS000000058237 and explains that the response to Suo-Moto rectification u/s 154 has been submitted successfully. It also mentions that an e-mail confirming the submission has been sent to rahuls@cpc.incometax.gov.in. Below the message box are three buttons: 'Go To Dashboard', 'View Response', and 'Go To E-Proceedings'. The footer contains the India.gov.in logo, various trust and security seals, and copyright information for the Income Tax Department, Ministry of Finance, Government of India.

India.gov.in national portal of india

Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 30-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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.

[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](#)

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

Dashboard e-File  Authorised Partners  Request  **Pending Action **

Dashboard / Pending Action / e-Proceedings

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.



View Notices for e-Proceedings

Proceeding Name

Assessment Proceeding u/s 147

PAN

AKCPM5885F

Name of Assessee

Mahesh Jain

Financial Year

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](#)

Submit Response

Notice/Letter pdf

Seek /View Adjournment

Seek Video Conferencing

Notice/ Communication Reference ID : 10000000976489

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
120150223777

Date
01-Sep-2020

From
ID123456

To
fromtestITBA@gmail.com

CC
totestITBA@gmail.com

Subject
Notice Subscription

Dear Garima Vishnoi,

Please find attached the Notice u/s 147 for PAN YGHPM7522X 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 complaint 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 AM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

 ITBA_E-proceedingsD.pdf

 Download

< Back

To Submit Response

Step 4: Click Submit Response.

Dashboard / Pending Action / e-Proceedings / View Notices

View Notices for e-Proceedings

Proceeding Name
Assessment Proceeding u/s 147

PAN
AKCPM5885F

Name of Assessee
Mahesh Jain

Financial Year
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](#)

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

The screenshot displays the e-Filing portal interface. At the top, the header includes the e-Filing logo, user name 'Garima Vishnoi', and session time '1 4 : 5 6'. The main navigation bar contains links for Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The breadcrumb trail shows 'Dashboard > Pending Actions > e-Proceedings > View Notices'.

The 'View Notices for e-Proceedings' page is active, showing details for 'Assessment Proceeding u/s 147 1' for the 'Financial Year 2019-20' and 'Assessment Year 2020-21'. A modal window titled 'Instructions for attaching documents' is overlaid on the page. The modal contains the following text:

File Type
Attachment can be PDF/Excel/CSV

File Name
The File name of the attachment should not contain space or any special characters other than -(hyphen) or _(underscore).

Best Practices for Scanning of Documents

Scan Settings

- Set the Scan Clarity to at least 300 DPI.
- Choose the format of saving the document as PDF/XLS/XLSX/CSV and name the document appropriately.
- Scan the document in Black and White only.
- Ensure that the document is not password protected.

Scanning Source Documents

A red box highlights the 'Continue' button at the bottom right of the modal. In the background, a table lists notices, with one entry for '147 Notice u/s' and 'ITBA/T 17/100 Document'. Other buttons visible on the page include 'Submit Response', 'Notice/Letter Pdf', 'Seek/View Adjudgment', and '< Back'.

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.

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).



Submit Response to Notice ID 120150223777

* Indicates mandatory field

Proceeding Name :	PAN	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
ServedOn	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 : 3969

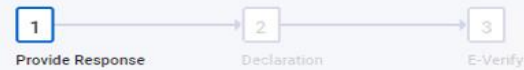
[Click here to select categories for attaching documents. >](#)

[Instructions For File Upload](#)

Cancel

Continue >

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.



Submit Response to Notice ID 120150223777

* Indicates mandatory field

Proceeding Name : Assessment Proceeding u/s 147	PAN YGHPM7522X	Financial Year 2019-20	Assessment Year 2021-22
Document reference ID ITBA/TPO/S/92CA/2016-17/1000100917(1)	Notice Section 147	Description Notice Subscription	Issued On 29-December-2021
Served On 13-March-2018	Response Due Date 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 : 3969

[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 11UA and valuation report copy |

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 displays the e-Verify portal interface. At the top, there is a header with the e-File logo, language options (English), and user information (Garima Vishnoi). 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 shows a progress bar with three steps: 1. Provide Response (completed), 2. Declaration (current step), and 3. E-Verify. The title of the section is "Submit Response to Notice ID 4542341770011". Under the "Declaration" heading, there is a checkbox labeled "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." The checkbox is checked. At the bottom of the form, there are two buttons: "< Back" and "Proceed to e-Verify >". The "Proceed to e-Verify >" button is highlighted with a red border.

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.

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

Adjournment

Notice Details

PAN
YGHPM7522X

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 *

Reason

Remaining Characters : 3978

Attachment

Only .pdf files. 5mb max file size.

Cancel

Submit

< Back

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.



Submitted Successfully!

Transaction ID : FOS000000058273

Seek Adjournment request submitted successfully.

An email and SMS has been sent to email id: ra**ls@cpc.incometax.gov.in and Mobile Number: 78xxxxxx21

[Back To Adjournment Details](#)



india.gov.in
national portal of india



[Feedback](#) [Website Policies](#) [Accessibility Statement](#) [Site Map](#) [Browser Support](#) Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

To Seek Video Conferencing

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

View Notices for e-Proceedings

Proceeding Name

Assessment Proceeding u/s 147

PAN

AKCPM5885F

Name of Assessee

Maresh Jain

Financial Year

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](#)

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

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.

Video Conferencing

Notice Details

PAN	Name of Assessee	Notice Section	Description
ABCP02343E	Maresh Jain	142(1)	<Notice subject line>
Issued on	Response Due Date		
13-Jan-2016	28-Feb-2016		

Seek Video Conferencing

Reason for seeking Video Conferencing *

Select

Reason

Remaining Characters : 4000

Note: Please provide the desired date on which VC is required to be scheduled along with the written reason

Attachments

 Attach File


Only .pdf files. 5mb max file size.

Cancel

Submit

< Back

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.

**e-Filing** *Anywhere Anytime*
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 : 5 6


Dashboard / Pending Action / e-Proceedings / View Notices / Video Conferencing

 **Submitted successfully!**
Transaction ID: 1234567

Seek Video Conferencing request submitted successfully.


An email and SMS has been sent to email id: HaXXXXX@gmail.com and Mobile number: 99XXXXXX00.

Back to Video Conferencing

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

This site is best viewed in 1024 x 768 resolution with latest version of Chrome, Firefox, Safari and Internet Explorer.

Site Last Review on : 10/01/2019
Site Last Updated on : 10/01/2019



Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

Website Policies | Accessibility Statement | Site Map

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

Dashboard > Pending Actions > e-Proceedings

e-Proceeding

View e-Proceeding related to:

Self

For your Action (2)

For your Information (0)

Search



Filter

Proceeding Name : **Seek For Clarification** Assesment Year : 2019-20

ITR Type
ITR-6

☐ 20-Jan-2021
Pending

Name of Assessee : **Ananden Goyal
Gautam**
Response Due Date : 20-Jan-2021

View Notices (1)

+ Add / View Authorized Representative

Proceeding Name : **Seek For Clarification** Assesment Year : 2019-20

ITR Type
ITR-4

☐ 20-Jan-2021
Pending

Name of Assessee : **Ananden Goyal
Gautam**
Response Due Date : 20-Jan-2021

View Notices (1)

+ Add / View Authorized Representative

< Back

Step 2: Click Notice/Letter pdf.

View Notices for e-Proceedings

Proceeding Name

Seek For Clarification

ITR Type

ITR-6

PAN

VSSPF4621X

Name of Assessee :

Ananden Goyal Gautam

Assessment Year

2019-20

Select by Notice ID

Document Identification Number (DIN) : 1000000097209

Description :

Seek For Clarification

Issued On : 25-Dec-2020

Served On : 18-Dec-2020

Response Due Date : 07-Jun-2021

Submit Response

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
1000000097209

Date
01-Sep-2019

From
cpc@incometax.gov.in

To
vishal@gmail.com

CC
-

Subject
Seek For Clarification

Dear Ananden Goyal Gautam,

Please find attached Seek for Clarification communication for PAN VSSPF4621X and A.Y. 2019.

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 complaint 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 AM, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.



Download

< Back

To Submit Response

Step 4: Click Submit Response.

View Notices for e-Proceedings

Proceeding Name	ITR Type	PAN	Name of Assessee :	Assessment Year
Seek For Clarification	ITR-6	VSSPF4621X	Ananden Goyal Gautam	2019-20

Select by Notice ID

Document Identification Number (DIN) : 1000000097209

Description :
Seek For Clarification


Issued On : 25-Dec-2020
Served On : 18-Dec-2020
Response Due Date : 07-Jun-2021

Submit Response

Notice/Letter Pdf

< Back

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



e-Filing

Anytime Anywhere

Income Tax Department, Government of India

Call Us

English

A⁺ A⁺ A⁺

Ananden Gautam
Individual

Dashboard

e-File

Authorised Partners

Services

Pending Actions

Grievances

Help

Session Time 1 4 : 5 5

Dashboard

Pending Actions

e-Proceedings

View Notices

Submit Response

Submit Response to DIN 1000000097209


Clarification Required for

The gross receipts shown in Form 26AS, on which credit for TDS has been claimed, are higher than the total of the receipts shown under all heads of income, in the return of income. Thus, while credit for TDS is being claimed, the corresponding receipts are not offered in the respective income schedules, to arrive at the taxable total income.

Provide Response


< Back


Continue >





india.gov.in


national portal of india











Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support

Last reviewed and update on : 29-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved.

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

Submit Response to DIN 1000000097209

Clarification Required for

The gross receipts shown in Form 26AS, on which credit for TDS has been claimed, are higher than the total of the receipts shown under all heads of income, in the return of income. Thus, while credit for TDS is being claimed, the corresponding receipts are not offered in the respective income schedules, to arrive at the taxable total income.

Provide Response

Select Response *

< Back

Continue >

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

Submit Response to DIN 1000000097209

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 >

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.

✓ Submitted Successfully!

Transaction ID : FOS000000048821

An e-mail confirming the successful submission of your response has been sent to user@test.com

Go To Dashboard

View Response

Go To E-Proceedings

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.

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

✓ Submitted Successfully!

Transaction ID : FOS000000048821

An e-mail confirming the successful submission of your response has been sent to [user@test.com](#)

[Go To Dashboard](#)

[View Response](#)

[Go To E-Proceedings](#)

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.

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



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

Worklist

Response To Outstanding Demand

E-Proceedings

Annual Information Statement

Compliance Portal

Reporting Portal

Prescribed Payment Modes

Welcome to e-Filing portal Garima Vishnoi

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](#)



Condonation Request



Download Pre-filled XML



Register as Representative



Register to Act on behalf of Another Person



Manage ITD Reporting Entity Identification Number(ITDREIN)

You can avail following services:

Skip

Update Profile

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

e-Proceeding

View e-Proceeding related to:

Self Of Other PAN/TAN As Authorized Representative

For your Action (29)

For your Information (0)

Search



Filter

Proceeding Name : **Assessment Proceeding u/s 147** Assesment Year : 2020-21

ITR Type
ITR-8

✓ 28-Apr-2020
Pending

Name of Assessee : Garima Vishnoi
Return Acknowledgement No : 1

View Notices (1)

+ Add / View Authorized Representative

Proceeding Name : **Adjustment u/s 143(1)** New Assesment Year : 2020-21

PAN
YGHPM7522X

Name of Assessee :
Garima Vishnoi

Proceeding Closure Date : -
Notice u/s : 143(1)

View Notices (1)

+ Add / View Authorized Representative

< Back

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.

Authorized Representative (AR)

You can have only one Active Authorized Representative (AR) for one proceeding.

[Add Authorized Representative](#)

No Authorized Representative added

[Back](#)

Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | Last reviewed and update on : 30-Apr-2021

Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved

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

Dashboard > Pending Actions > e-Proceedings > View authorized representative

Authorized Representative (AR)

Add Authorized Representative

You can have only one Active Authorized Representative (AR) for one proceeding.

Name : Amit Gurindagunta Girisha

Related person
Authorized Representative Type

FAFPR7351B
PAN

From : 22-Mar-2021
To : 29-Apr-2021
Status : Cancelled
Remarks :-

Make Active

< Back

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.

The screenshot displays the 'Verify your Request' page on the e-Filing portal. The page has a blue header with navigation links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The user is logged in as Garima Vishnoi. The main content area shows a form to enter the OTP. The form includes a header 'Please enter the OTP to verify the request', a label 'Mobile / Email OTP *', a row of six input boxes (the last one is highlighted with a red box), a timer 'Both OTP expires in 14m:44s', and '3 Attempts remaining'. There are 'Resend OTP', 'Cancel', and 'Submit' buttons. The 'Submit' button is highlighted with a red box. The page footer includes the India.gov.in logo, a feedback link, and copyright information.

Note:

- OTPs will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking Resend OTP, a new OTP will be generated and sent.

After successful validation, 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 and mobile number registered on the e-Filing portal.

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.

Authorized Representative (AR)

Add Authorized Representative

You can have only one Active Authorized Representative (AR) for one proceeding.

Name : Amit Gurindagunta Girisha

Active

Related person

Authorized Representative Type

FAFPR7351B

PAN

From : 22-Mar-2021

To : 12-Feb-2021

Status : Open

Remarks : *

Withdraw

< Back

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.