

Process of Filing ITR-1 under New Income Tax e-Filing Portal 2.0

For Filing the ITR you need to download a JSON-based offline utility. ITR-1 can be filed online also. The following steps are help to file ITR-1 at New e-Filing portal 2.0

STEP 1: After Login we should click on the Dashboard to find out the page where we can file our return *(Click on File Now button)*

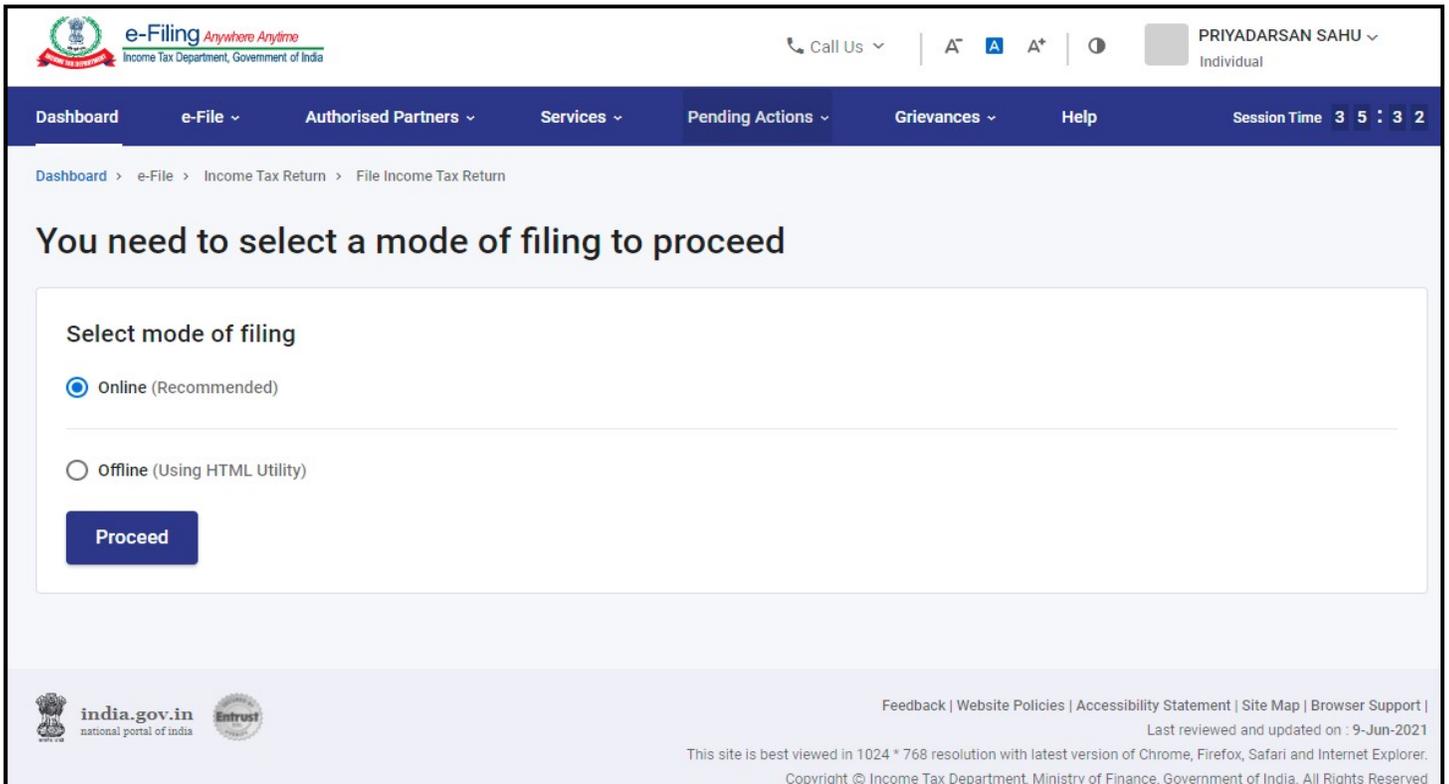
The screenshot displays the e-Filing portal interface. At the top, the logo of the Income Tax Department, Government of India, is visible along with the text 'e-Filing Anywhere Anytime'. The user is logged in as 'PRIYADARSAN'. The dashboard includes a 'File Now' button, which is highlighted with a red arrow. Other sections include 'Tax Deposit', 'Recent Filed Returns', 'Pending Actions' (0), 'Recent Forms Filed', and 'Grievances'. The user's profile information is shown on the left, including their name, CHUPS, PAN, mobile number, and email address. The profile completion status is 75%. The total outstanding demand is Nil.

STEP 2: Select the Assessment Year



The screenshot shows the e-Filing portal interface for filing an Income Tax Return (ITR). The page title is "Income Tax Return (ITR)". A dropdown menu for "Select Assessment year" is open, showing options for 2021-22 (Current A.Y.), 2020-21, 2019-20, 2018-19, and 2017-18. A red arrow points to the "2021-22 (Current A.Y.)" option. The "Continue" button is visible at the bottom right.

STEP 3: After selection of the Assessment Year we should select mode of filing



The screenshot shows the e-Filing portal interface for selecting the mode of filing. The page title is "You need to select a mode of filing to proceed". There are two radio button options: "Online (Recommended)" and "Offline (Using HTML Utility)". The "Online (Recommended)" option is selected. The "Proceed" button is visible at the bottom left.

STEP 4: After step 3 you will see the return option (Fresh Income Tax Return or Saved Draft of Income Tax Return) , you can choose **Start New Filing**

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Income Tax Department, Government of India

Call Us | A A+ | Session Time 3 9 : 3 9

Dashboard e-File Authorised Partners Services Pending Actions Grievances Help

Dashboard > e-File > Income Tax Return > File Income Tax Return

Income Tax Return

You have saved draft of Income Tax Return pending for submission

ITR	Last Draft saved date	A.Y.

[Resume Filing](#)

OR

To file a fresh Income Tax return [Start New Filing](#)

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STEP 5: Under this step you can select the status of the Assessee

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Dashboard e-File Authorised Partners Services Pending Actions Grievances Help Session Time 3 7 : 0 5

Dashboard > Filing Returns for A.Y. 2021-22

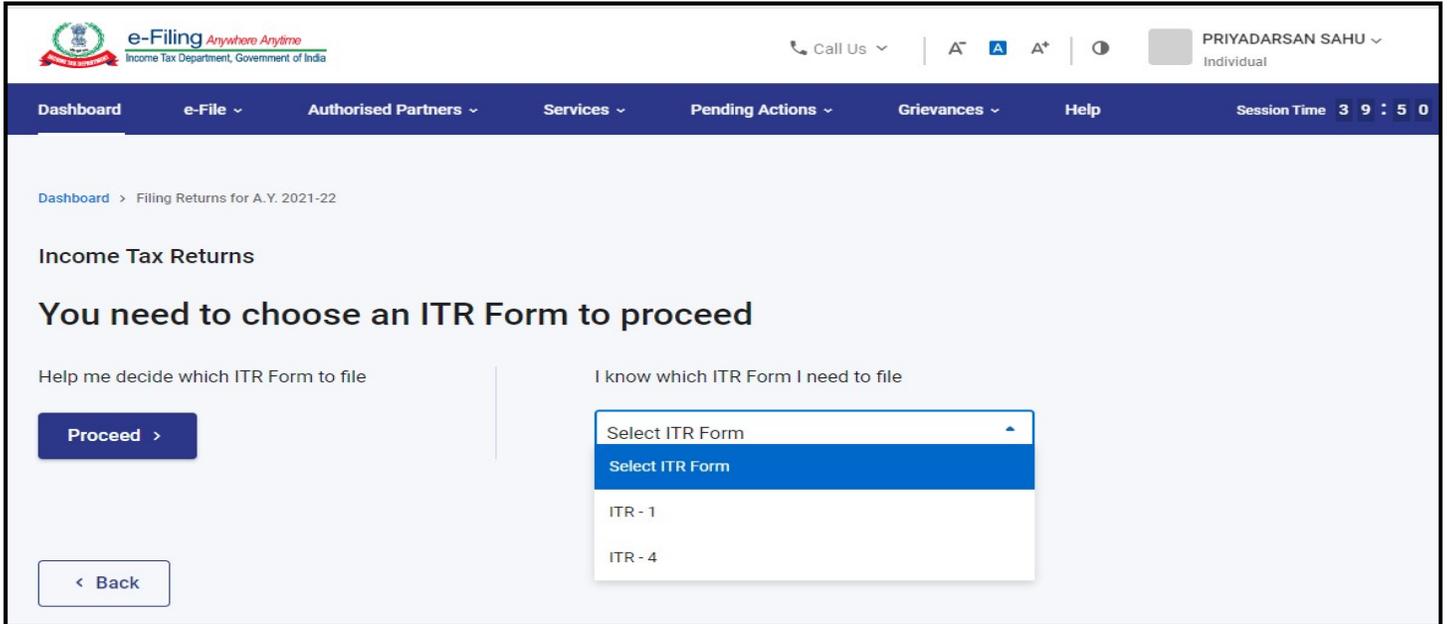
Please select the status applicable to you to proceed further

Based on your Profile we have pre-selected a status applicable to you.
You may change the status if it is not applicable to you.

Individual HUF Others

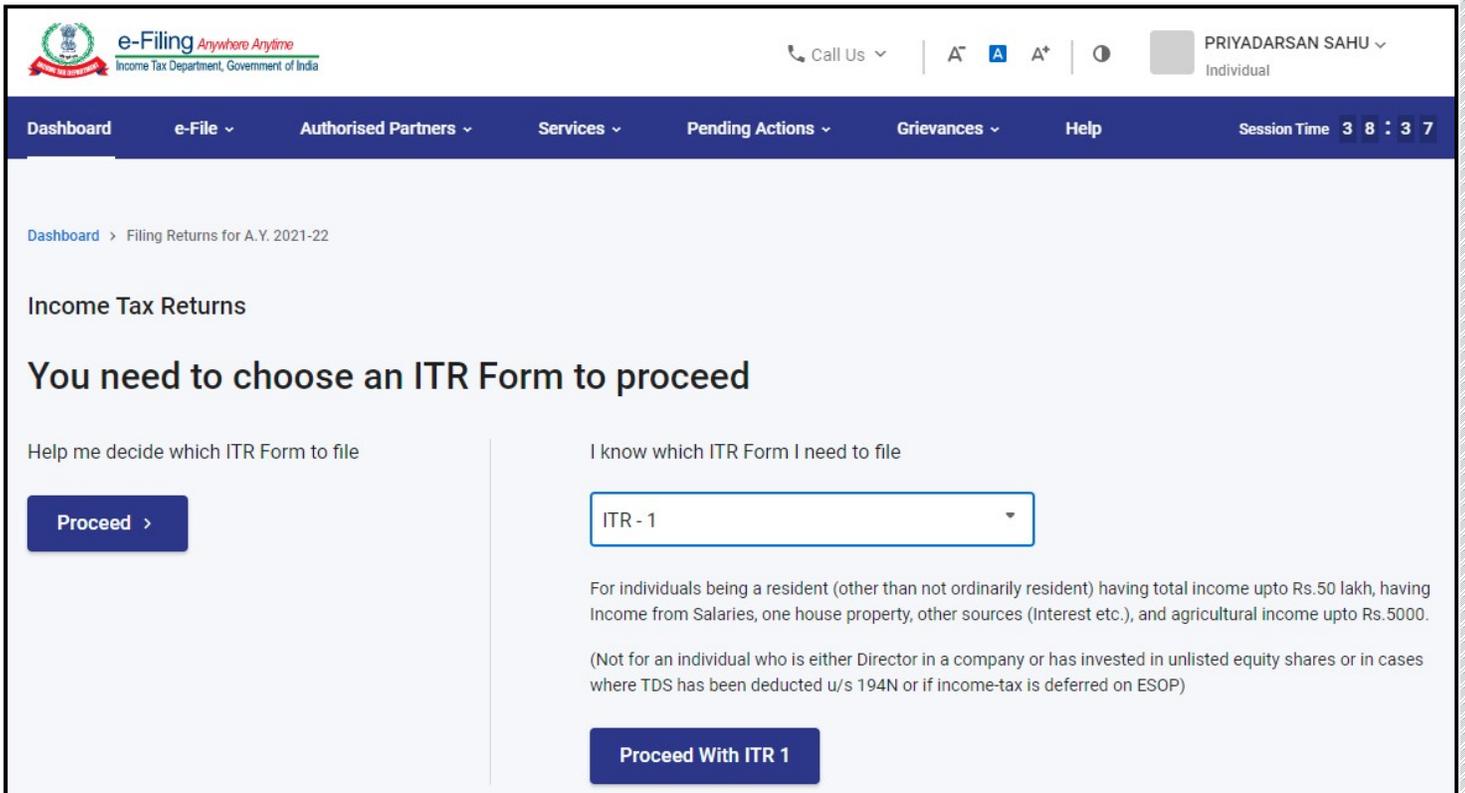
[Back](#) [Continue](#)

STEP 6: This step provide the option to choose the ITR Form i.e ITR 1 or ITR 4 (If the Assessee get any difficulty to choose his ITR Form he can click on the proceed button which help the Assessee to decide his ITR Form.)



The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo and the text "e-Filing Anywhere Anytime Income Tax Department, Government of India". On the right, there is a user profile for "PRIYADARSAN SAHU Individual" and a session time of "3 9 : 5 0". Below the header is a navigation bar with options: "Dashboard", "e-File", "Authorised Partners", "Services", "Pending Actions", "Grievances", and "Help". The main content area displays "Income Tax Returns" and a heading "You need to choose an ITR Form to proceed". There are two columns: "Help me decide which ITR Form to file" with a "Proceed >" button, and "I know which ITR Form I need to file" with a dropdown menu showing "Select ITR Form", "ITR - 1", and "ITR - 4". A "< Back" button is also visible.

STEP 7: Select ITR 1 and Click on Proceed with ITR 1



The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo and the text "e-Filing Anywhere Anytime Income Tax Department, Government of India". On the right, there is a user profile for "PRIYADARSAN SAHU Individual" and a session time of "3 8 : 3 7". Below the header is a navigation bar with options: "Dashboard", "e-File", "Authorised Partners", "Services", "Pending Actions", "Grievances", and "Help". The main content area displays "Income Tax Returns" and a heading "You need to choose an ITR Form to proceed". There are two columns: "Help me decide which ITR Form to file" with a "Proceed >" button, and "I know which ITR Form I need to file" with a dropdown menu showing "ITR - 1". Below the dropdown, there is explanatory text: "For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5000. (Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP)". A "Proceed With ITR 1" button is located at the bottom of the second column.

STEP 8: After finished all the above 7 steps you will see this screen shoot in your screen , then click on Let's Get Started

ITR 1 - (Income Tax Return 1)

For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5000.

(Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP)

- 1 Validate your Returns breakup (Pre-filled)
- 2 Confirm your Return Summary
- 3 Verify & Submit your Return

[< Back](#) [Let's Get Started >](#)

STEP 9: Are you filing the income tax return for any of the following reasons? (you can select any one or more reasons , if it is not available there then you can select the Other Option)

Please answer the following questions to proceed further

Are you filing the income tax return for any of the following reasons?

- Taxable income is more than basic exemption limit
- Filing return of income due to fulfilling any one or more below mentioned conditions as per Seventh Proviso to section 139(1): ⓘ
 - Deposited amount or aggregate of amounts exceeding ₹ 1 crore in one or more current accounts during the previous year;
 - Incurred expenditure of an amount or aggregate of amount exceeding ₹ 2 lakhs for travel to a foreign country for yourself or for any other person;
 - Incurred expenditure of amount or aggregate of amount exceeding ₹ 1 lakh on consumption of electricity during the previous year
- Others

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

STEP 10: After step 8 on pop up Message will come in your screen (We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed.)

The screenshot shows the e-Filing portal interface. At the top, there is a navigation bar with the e-Filing logo and 'Income Tax Department, Government of India'. Below the navigation bar, there is a progress indicator with three steps: 1. Validate Return, 2. Confirm your Return Summary, and 3. Verify and Submit. Below this, there is another progress indicator with five steps: 1. Personal Information, 2. Gross Total Income, 3. Total Deductions, 4. Taxes Paid, and 5. Total Tax Liability. A pop-up message is displayed in the center, stating: 'We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed.' The background shows the 'Return Summary' section with 'Personal Information' and 'Gross Total Income' sections, each with a 'Provide your confirmation' button. A 'CHUPS' button is also visible.

STEP 11: (PERSONAL INFORMATION) Your personal Information will be Auto Populated. You can edit it if you want.

The screenshot shows the e-Filing portal interface for the 'Verify your personal information' section. The navigation bar at the top includes the e-Filing logo and 'Income Tax Department, Government of India'. Below the navigation bar, there is a breadcrumb trail: 'Dashboard > Filing Returns for A.Y. 2021-22 > ITR-1 > Validate Your Pre-filled Data > Personal Information'. A progress indicator shows three steps: 1. Validate Return, 2. Confirm your Return summary, and 3. Verify and Submit. Below this, there is another progress indicator with five steps: 1. Personal Information, 2. Gross Total Income, 3. Total Deductions, 4. Taxes Paid, and 5. Total Tax Liability. The main heading is 'Verify your personal information' with a 'Need Help' button. Below the heading, there is a message: 'Please verify your personal information, contact details, and bank account details to proceed further'. A note indicates '* Indicates mandatory fields'. The 'Profile' section contains the following fields: First Name, Middle Name, Last Name, PAN, Date of Birth, Aadhaar Number, and Aadhaar Enrolment ID. The First Name, Last Name, PAN, and Date of Birth fields are highlighted with yellow boxes.

Contact

[Edit](#)

Details furnished here will be used for communication purposes

Address

Mobile Number

91

Email Address

Nature of Employment *

Select ▾

Filing Section *

Filed u/s

139(1)

Return filed on or before due date

139(4)

Belated- Return filed after due date

139(5)

Revised- Return revised after filing original return

119(2)(b)

After condonation of delay

Filed in response to notice u/s

139(9)

Filed in response to notice u/s 139(9) to rectify the defect

142(1)

Return filed against notice u/s 142(1)

148

Return filed against notice u/s 148 for assessment

153A

Return filed against notice u/s 153A for search assessment

153C

Return filed against notice u/s 153C

Enter Receipt Number of original return *

Date of filing of original return *

Choose a date



Unique Number/Document Identification Number (DIN) of the notice/order *

Date of such notice or order *

Choose a date



Are you opting for new tax regime u/s 115BAC ?

Yes No

 Based on your previous response, please furnish following information OR [Edit Response](#)

Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income? 

No

Bank Details

Please declare details of all bank accounts held in India at any time during the previous year (excluding dormant accounts)

 Refund will not be transferred to the bank account unless it is pre-validated

<input type="checkbox"/> xxxx xxxx 0479 Not pre-validated	<input type="checkbox"/> xxxx xxxx xxx0 383 Not pre-validated	<input type="checkbox"/> xxxx xxxx xxx1 094 Not pre-validated
Nominated for Refund <input type="checkbox"/>	Nominated for Refund <input type="checkbox"/>	Nominated for Refund <input checked="" type="checkbox"/>

Do you want to add more bank accounts?

[+ Add Another](#)

- 1. Minimum one account should be selected for refund credit.
- 2. In case of Refund, multiple accounts are selected for refund credit, then refund will be credited to one of the account decided by CPC after processing the return.
- 3. Please ensure that at least one preferred bank account is pre-validated.

[< Back To Summary](#)

[Confirm](#)

Notes:

- 1. Minimum of one account should be selected for refund credit.**
- 2. In the case of Refund, multiple accounts are selected for refund credit, then the refund will be credited to one of the accounts decided by CPC after processing the return.**
- 3. Please ensure that at least one preferred bank account is pre-validated.**
- 4. Please select Nature of the Employment any one of the following**
 - ✓ **Central Government**
 - ✓ **State Government**
 - ✓ **Public Sector Undertaking**
 - ✓ **Pensioners**
 - ✓ **Others**
 - ✓ **Not Applicable (eg. Family Pension etc.)**

After fill up personal Information a Confirmed mark will come beside Personal Information

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Dashboard > Filing Returns for A.Y. 2021-22 > ITR-1 > Validate Your Pre-Filled Data

- 1 Validate Return
- 2 Confirm your Return Summary
- 3 Verify and Submit

- 1 Personal Information
- 2 Gross Total Income
- 3 Total Deductions
- 4 Taxes Paid
- 5 Total Tax Liability

Let's validate your pre-filled return

We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed.

Return Summary

It's good, keep going...

	Personal Information ✔ Confirmed 	CHUPS4477C Modify if required >
	Gross Total Income Includes your income from business, profession, salary, house property, income from other sources such as bank interest, etc.	₹ 0 Provide your confirmation >

STEP 12: (GROSS TOTAL INCOME) Your personal Information will be Auto Populated. You can edit it if you want.

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Verify your income source details

Need Help ?

Please verify your income sources as collected from various sources and proceed.

Income from Salary

[Edit](#)

i. Gross Salary	₹ 0
ii. Less : Exempt Allowances ⓘ	(-) ₹ 0
iii. Net Salary (i - ii)	₹ 0
iv. Deductions u/s 16	(-) ₹ 0
v. Income Chargeable under the head 'Salaries' (iii - iv)	₹ 0

Income from House Property

Income from only one house property can be shown in this ITR

 We have pre-filled this value from your Form-16. You are required to provide the breakup in order to consider this amount.

[+ Add Details Of Breakup](#)

Income chargeable under the head 'House property' ₹ 0

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Income from other sources

If you have any other source of income, please add it here.

[+ Add Details](#)

Gross Total Income ₹ 0

Exempt Income

This information is only for reporting purposes.

If you have any exempt income, please add it here.

[+ Add Details](#)

[< Back To Summary](#) [Confirm](#)

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Note:

You will also be required to enter the remaining / additional details including your exempt income if any.

STEP 13: (TOTAL DEDUCTIONS) This Tab includes tax-saving deductions or payments under section 80C or 80D etc. like life insurance, medical premium, pension funds, provident fund, etc.

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Deduction

Please provide following information

Are you eligible to claim any deduction for donation paid? ⓘ

Yes No

Are you eligible to claim any deduction for donation paid for Scientific Research or Rural Development? ⓘ

Yes No

Are you eligible to claim deduction under section 80GG? ⓘ

Yes No

Are you eligible to claim deduction in respect of payments made towards life insurance premium and / or Public Provident Fund and / or 5 Years Tax Saver Fixed Deposit, etc?
(Refer [Section 80C](#))

Yes No

Are you eligible to claim deduction in respect of payments made towards life insurance premium and / or Public Provident Fund and / or 5 Years Tax Saver Fixed Deposit, etc?

(Refer [Section 80C](#))

Yes	No
-----	----

Are you eligible to claim deduction u/s 80CCD(2) Contribution to pension scheme of Central Government by employer?

(Refer [Section 80CCD\(2\)](#))

Yes	No
-----	----

Are you eligible to claim deduction in respect of payments made towards medical insurance premium and / or preventive health check-up and / or medical expenditure for specified individuals?

(Refer [Section 80D](#))

Yes	No
-----	----

Are you eligible to claim deduction in respect of payment made towards interest on loan taken for higher education for self and relative?

(Refer [Section 80E](#))

Yes	No
-----	----

Are you eligible to claim any other deduction?

Yes	No
-----	----



Please add the amount of deduction which is applicable to you (1 deductions added)

<input type="checkbox"/>	Deduction type	Amount of exemption
<input type="checkbox"/>	80CCC - Payment in respect Pension Fund	₹ <input type="text"/>
<input type="checkbox"/>	80CCD(1) - Contribution to pension scheme of Central Government	₹ <input type="text"/>
<input type="checkbox"/>	80CCD(1B) - Contribution to pension scheme of Central Government	₹ <input type="text"/>
<input type="checkbox"/>	80DD-Maintenance including medical treatment of a dependent who is a person with disability	₹ <input type="text"/>
<input type="checkbox"/>	80DDB-Medical treatment of specified disease	₹ <input type="text"/>
<input type="checkbox"/>	80EE - Interest on loan taken for residential house property	₹ <input type="text"/>
<input type="checkbox"/>	80EEA - Deduction in respect of interest on loan taken for certain house property	₹ <input type="text"/>
<input type="checkbox"/>	80EEB -Deduction in respect of purchase of electric vehicle	₹ <input type="text"/>
<input type="checkbox"/>	80GGC - Donation to Political party	₹ <input type="text"/>
<input type="checkbox"/>	80TTA - Interest on saving bank Accounts in case of other than Resident senior citizens	₹ <input type="text"/>
<input checked="" type="checkbox"/>	80TTB - Interest from savings and deposits in case of resident senior citizen	₹ <input type="text"/>
<input type="checkbox"/>	80U-In case of a person with disability.	₹ <input type="text"/>

Show Less



Validate Return

Confirm your Return
summary

Verify and Submit



Verify your deductions

Need Help ?

Please verify your deduction details and proceed further

If you are entitled to any other claims, please select to claim such eligible deductions

80CCD(2) - Contribution to pension scheme of central government by employer

+ Add 80CCD(2)

80D - Deduction in respect of Health Insurance premia

+ Add 80D

80G - Donations to certain funds, charitable institutions, etc.

+ Add 80G

80GGA - Certain donations for scientific research or rural development

+ Add 80GGA

80TTA - Interest on saving bank accounts

+ Add 80TTA

80TTB - Interest on deposits

+ Add 80TTB

Show All Deductions >

Total Deductions

See Details >

₹ 0

< Back To Summary

Confirm

STEP 14: (TAX PAID) In the Tax Paid section, you need to verify taxes paid by you in the previous year. Tax details include TDS from Salary / Other than Salary as furnished by Payer, TCS, Advance Tax, and Self-Assessment Tax.



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Validate Return | Confirm your Return summary | Verify and Submit

Personal Information | Gross Total Income | Total Deductions | **4 Taxes Paid** | 5 Total Tax Liability

Verify your taxes paid details Need Help ?

Please verify details of taxes paid by you in the last financial year and proceed further
[View your Form 26AS](#) ⓘ

Details of Tax Deducted at Source (TDS) on Salary Income ⓘ Show Details >	Total Tax Deducted ₹ 0
Details of Tax Deducted at Source (TDS) from Income Other than Salary ⓘ Show Details >	Total Tax Deducted ₹ 0
Details of Tax Deducted at Source [As per Form 16C furnished by the Payer(s)] ⓘ Show Details >	Total Credit Claimed ₹ 0
Details of Tax Collected at Source (TCS) ⓘ Show Details >	Total Tax Collected ₹ 0
Advance tax and Self-Assessment tax payments Show Details >	Total advance tax and self assessment tax paid ₹ 0

Total Taxes Paid ₹ 0

[Back To Summary](#) [Confirm](#)

STEP 15: (TOTAL TAX LIABILITY)

In case you have Tax Liability, you can choose Pay Now or Pay Later Option.

- ✓ It is recommended to use the Pay Now option. Carefully note the BSR Code and Challan Serial Number and enter them in the details of payment.
- ✓ If you opt to Pay Later, you can make the payment after filing your Income Tax Return, but there is a risk of being considered as an assessee in default, and liability to pay interest on tax payable may arise.

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1 Validate Return → 2 Confirm your Return summary → 3 Verify & Submit

✓ Personal Information → ✓ Gross Total Income → ✓ Total Deductions → ✓ Taxes Paid → 5 Total Tax Liability

Verify your tax liability details

[Need Help ?](#)

Please verify your tax liability details and proceed further

Computation of Income

Gross Total Income	₹ 0
Total Deductions	(-) ₹ 0
Total Income	₹ 0

Computation of Tax

i. Tax Payable on Total Income Your income is taxable in the slab of 0% Show Calculation >	₹ 0
ii. Rebate u/s 87A	₹ 0
iii. Tax Payable after Rebate	₹ 0
iv. Health and Education Cess at 4% Show Calculation >	₹ 0



v. Total Tax & Cess ₹ 0

vi. Relief u/s 89
Relief when salary, gratuity, etc. is paid in arrears or in advance ₹ 0

[Fill Form 10E to claim relief](#)

vii. Balance Tax After Relief ₹ 0

viii. Interest u/s 234A ₹ 0
Applicable when return is filed after the due date
[Show Calculation >](#)

ix. Interest u/s 234B ⓘ ₹ 0
Applicable when there is default in payment of advance tax.
[Show Calculation >](#)

x. Interest u/s 234C ₹ 0
Applicable when there is a shortfall in payment of quarterly advance tax.
[Show Calculation >](#)

xi. Fee u/s 234F ₹ 0
Fees on delay in filing of return

Total Interest and Fee Payable ₹ 0
[Show Details >](#)

Total Tax, Fee and Interest ₹ 0
[Show Details >](#)

[< Back To Summary](#)

[Confirm](#)

STEP 16: After verifying all the data you may proceed for Verification. It is mandatory to verify your return, and e-Verification (recommended option – e-Verify Now) is the easiest way to verify your ITR – it is quick, paperless, and safer than sending a signed physical ITR-V to CPC by post.

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[Personal Information](#) [Gross Total Income](#) [Total Deductions](#) [Taxes Paid](#) [Total Tax Liability](#)

Let's validate your pre-filled return

We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed.



You are done! Click Proceed...

Return Summary

	Personal Information ✔ Confirmed Includes your Aadhaar, PAN, Contact and Bank details	CHUPS4477C Modify if required	>
	Gross Total Income ✔ Confirmed Includes your income from business, profession, salary, house property, income from other sources such as bank interest, etc.	₹ 0 Modify if required	>
	Total Deductions ✔ Confirmed Includes tax saving deductions or payment towards life insurance, medical premium, pension funds, provident fund, etc.	₹ 0 Modify if required	>
	Tax Paid ✔ Confirmed Includes details of taxes deducted and paid by deductors e.g. employer. Also includes taxes paid by you e.g. advance tax, self assessment tax	₹ 0 Modify if required	>
	Total Tax Liability ✔ Confirmed Includes computation of tax you owe to the Government based on your income and deductions	₹ 0 Modify if required	>

[< Form Selection](#) [Download JSON](#) [Proceed >](#)



You need to make a payment of ₹ 0

Please view your Tax Summary details and proceed further

Print

Download

Calculation of Your Taxable Income

A. Gross Total Income Show Details >	₹ 0
B. Total Deductions Show Details >	₹ 0
C. Total Taxable Income (A-B)	₹ 0

Calculation of Tax Payable

D. Total Tax, Fee and Interest Show Details >	₹ 0
E. Total Tax Paid Show Details >	₹ 0

Amount Payable Show Details >	₹ 0
---	-----

[< Return Summary](#)

[Preview Return >](#)

1

Preview and Submit

2

Verify your Return

Preview and Submit your return

* Indicates mandatory fields

Place: 

I, , Son/daughter of solemnly declare

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

this return in my capacity as and I am also competent to make this

return and verify it. I am holding PAN:

If the return has been prepared by a Tax Return Preparer (TRP) give further details below:

Identification No. of TRP

Name of TRP

If TRP is entitled for any reimbursement from the Government, amount thereof

₹

[< Back](#)

[Proceed to Preview](#)