

e-Filing of Tax Audit Report by Tax Professional

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Contents.....

- Registration by Tax Professional
- Procedure to add Chartered Accountant by Assessee
- Steps to be followed by CA to submit Tax Audit Report
- Other Features
- Forms to be initiated & authorized by Chartered Accountant
- Steps to be followed by CA to submit Online Forms (other than ITR)
- Steps to be followed by CA to submit/ verify Forms (other than ITR)

CA to register as
Tax Professional

Assessee will
Add CA to his
profile

Procedur
e

Assessee will
Approve the
Form filed by CA

CA will upload
Tax Audit Report

Registration

by Tax Professionals

Pre-requisites

1. You should be a practicing Chartered Accountant (registered with Institute of Chartered Accountants of India, ICAI, with a valid Membership Number)
2. You should have a valid Permanent Account Number (PAN) and Digital Signature Certificate.

Step 1: Register

The screenshot shows the e-Filing portal homepage. At the top left is the Government of India logo and the text "e-Filing Anywhere Anytime Income Tax Department, Government of India". On the right, there are links for "हिन्दी", "Skip to main content", "About Us", "Feedback", "Contact Us", and "Help". A green box highlights the "Register Yourself" link in the top navigation bar, with a green arrow pointing to it from the text "Register Yourself" above. Below the navigation bar, there are three main sections: "I Am ..." with links for "TAX PAYER", "TAX PROFESSIONAL", "RETURN INTERMEDIARY", and "BULK PAN VERIFICATION USER"; "e-File Your Tax Return Its Fast Easy and Secure..." with buttons for "View Form 26 AS", "Upload Return", and "Check Status"; and "New To e-Filing?" with a "Register Yourself" button, "Registered User?" with a "Login Here" button, and "Need Assistance?" with "CPC : 1800 425 2229". Below these are sections for "Services", "News & Updates", and "Downloads".

Register Yourself

Register Yourself

Registered User?
Login Here

Need Assistance?
CPC : 1800 425 2229

Services

- Submit Returns / Forms
- View Form 26AS (Tax Credit)
- Outstanding Tax Demand
- ITR-V Receipt Status
- CPC Refund Status
- Rectification Status
- Know Your Jurisdictional A.O.
- Know Your PAN
- Know Your TAN
- Apply Online (PAN / TAN)
- E-Pay Tax

News & Updates

17/06/2013
An assessee required to furnish a report of audit specified under sub clauses (iv), (v), (vi) or (via) of clause (23C) of section 10, section 10A, clause (b) of sub-section (1) of section 12A, section 44AB, section 80-IA, section 80-IB, section 80-IC, section 80-ID, section 80JJAA, section 80LA, section 92E or section 115JB of the Act, shall furnish the said report of audit and the return of Income electronically for AY 2013-14 and onwards [Refer Notification No:12/2013 dated 11/06/2013]

13/05/2013
An assessee required to furnish a report of audit under sections 44AB, 92E or 115JB of the Act, shall furnish the same electronically for AY 2013-14 onwards [Refer Notification No.: 34/2013 dated 01-05-2013].

13/05/2013
A person having total income in excess of Rs. 5 l akhs, shall furnish a return of income for AY 2013-14 and subsequent years, electronically [Refer Notification

Downloads


- ITR 1 [426KB]
- ITR 4S [550KB]
- ITR 2 [1615KB]
- ITR 3 [1884KB]
- ITR 4 [2061KB]
- Forms(Other than ITR)
- Previous Year ITRs
- Schema Downloads

Quick e-File ITR

e-Filing Statistics

Video on e-filing


Step 2: Register as Chartered Accountant



e-Filing *Anywhere Anytime*

Income Tax Department, Government of India

हिन्दी [A⁻](#) [A](#) [A⁺](#) [Skip to main content](#) [About Us](#) [Feedback](#) [Contact Us](#) [Help](#)

 [Login](#) | [Register](#)

[Home](#) | [Am](#) | [Services](#) | [Downloads](#) | [News & Updates](#)

Quick Link

- [Tax Calculator](#)
- [Apply Online - PAN/TAN](#)
- [E-Pay Tax](#)
- [View Form 26AS \(Tax Credit\)](#)

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Registration Form

Select User Type *

Individual/HUF

Individual HUF

Other than Individual/HUF

Company Body of Individuals (BOI) Local Authority Firm

Trust Association of Persons (AOP) Artificial Juridical Person

Bulk PAN Verification Users

External Agency

Tax Professional

Chartered Accountants

Income Tax Department Employee

Helpdesk

Continue

Instructions

- Fields marked with asterisk (*) are mandatory.
- Select a User type
- Please keep your PAN card handy to fill in the Registration details

Step 3: Enter Basic details

Home | [I Am](#) | [Services](#) | [Downloads](#) | [News & Updates](#)

Quick Link

- Tax Calculator
- Apply Online - PAN/TAN
- E-Pay Tax
- View Form 26AS (Tax Credit)

Registration Form - Authorized Representatives Registration

Step 1: Enter Basic Details Step 2: Registration Form Step 3: Registration Successful


Instructions

- Fields marked with asterisk(*) are mandatory.
- Please enter your PAN, Name and Date of Birth as mentioned on your PAN card.
- Do not pre-fix title to your name e.g.:Dr., Mr., Miss, Mrs, etc.
- Select Date of Birth using the calendar provided.

Note

- Java Runtime Environment 1.6 or above should be installed in your system in order to successfully upload Digital Signature Certificate.

Membership No. *


Enrollment Date (DD/MM/YYYY) * 

Personal Details

Surname *

Middle Name

First Name

Date of Birth (DD/MM/YYYY) * 

PAN *

E-mail ID *

DIGITAL CERTIFICATE REGISTRATION

Select the type of Digital Signature Certificate * Sign with .pfx file Sign with your USB token

Note: All the future communications will be sent to the mobile number and email ID provided at the time of registration.

Step 4: Upload DSC

Quick Link

- Tax Calculator
- Apply Online - PAN/TAN
- E-Pay Tax
- View Form 26AS (Tax Credit)

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Registration Form - Authorized Representatives Registration

Step 1: Enter Basic Details Step 2: Registration Form Step 3: Registration Successful

Membership No. *

Enrollment Date (DD/MM/YYYY) *

Select digital certificate

Please select your certificate keystore file (.PFX / .P12) :

Enter the password for your private key:

Date of Birth (DD/MM/YYYY) *

PAN *

E-mail ID *

DIGITAL CERTIFICATE REGISTRATION

Select the type of Digital Signature Certificate *

Sign with .pfx file
 Sign with your USB token

Instructions

- Fields marked with asterisk(*) are mandatory.
- Please enter your PAN , Name and Date of Birth as mentioned on your PAN card.
- Do not pre-fix title to your name e.g.:Dr. , Mr. , Miss, Mrs, etc.
- Select Date of Birth using the calendar provided.

Note

- Java Runtime Environment 1.6 or above should be installed in your system in order to successfully upload Digital Signature Certificate.

Note: Turn off Block Pop-up option

Step 5: Fill Registration form – Part I

Quick Link

- ▶ Tax Calculator
- ▶ Apply Online - PAN/TAN
- ▶ E-Pay Tax
- ▶ View Form 26AS (Tax Credit)

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Registration Form - Authorized Representatives Registration

Step 1: Enter Basic Details

Step 2: Registration Form


Step 3: Registration Successful

User ID	To be e-mailed to you after successful submission of form.	
Password Details		
Password *	<input type="text"/>	Zero Length
Confirm Password *	<input type="text"/>	
Primary Secret Question *	Select	▼
Primary Secret Answer *	<input type="text"/>	
Secondary Secret Question *	Select	▼
Secondary Secret Answer *	<input type="text"/>	
Contact Details		
Landline Number	+91	<input type="text"/>
Mobile Number *	+91	<input type="text"/>
Alternate Number	+91	<input type="text"/>
E-mail Id *	apoorva.bhardwaj@gm	
Alternate E-mail Id(Optional)	<input type="text"/>	

Instructions

- Fields marked with asterisk(*) are mandatory.
- **Password:** Please enter a password between 8-14 characters. It can be a combination of upper and lower case letters and must contain atleast one alphabet, one number and one special character.
- **Primary Secret Question/Secondary Secret Question:** Select the secret question from the dropdown. This will be used in case you forgot your password
- Do not pre-fix '0' against any of your contact numbers.

Step 5: Fill Registration form – Part II Contd...

Alternate E-mail Id(Optional)	<input type="text"/>
Fax Number	+91 <input type="text"/> <input type="text"/>
Postal Address	<input type="text"/>
Flat/Door/Building *	<input type="text"/>
Road/Street	<input type="text"/>
Area/ Locality *	<input type="text"/>
Town/City/District *	<input type="text"/>
Pincode *	<input type="text"/>
State *	Select <input type="button" value="v"/>
Country	India <input type="text"/>
Subscribe to E-mail and Alerts	<input type="checkbox"/> Enable Alerts <input checked="" type="checkbox"/> Subscribe to Mailing List
Captcha Code	<input type="text"/>
Image	 <input type="button" value="refresh"/>
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Submit"/>	

Step 6: Registration successful

The screenshot displays the e-Filing portal interface. At the top, there is a header with the Indian emblem, the text "e-Filing Anywhere Anytime", and "Income Tax Department, Government of India". Navigation links include "हिन्दी", "Skip to main content", "About Us", "Feedback", "Contact Us", and "Help". A "Login | Register" link is also present. Below the header is a blue navigation bar with "Home", "Am", "Services", "Downloads", and "News & Updates". The main content area is titled "Registration Form - Authorized Representatives Registration" and shows three steps: "Step 1: Enter Basic Details", "Step 2: Registration Form", and "Step 3: Registration Successful" (highlighted with a green box). A central message reads: "Thank you for registering with e-Filing. Your Transaction ID is 1105830545. In case of any queries, please contact 1800 4250 0025." Below this, it states: "A link to activate your account has been emailed to apoorva.bhardwaj@gmail.com and a notification has been sent to +91-9891141559." A red instruction says: "Click on activation link to activate your e Filing account. To Login to the e Filing, you must activate your account." To the right, under "Instructions", there are two bullet points: "Your User ID to access our application alongwith the activation link will be sent to you on the registered e-mail ID." and "Do not share your User ID and Password with any other person." On the left, a "Quick Link" box contains "Tax Calculator", "Apply Online - PAN/TAN", "E-Pay Tax", and "View Form 26AS (Tax Credit)". Below it, a "Need Assistance?" box provides contact numbers for queries, rectification, and e-filing.


User ID will be sent to the registered email-id by CA along with Activation Link

Procedure to Add Chartered Accountant by Assessee

- Without registration of Tax professional, Assessee cannot add CA in her/his profile.
- CA will be added Form-wise for each Assessment Year.
- CA will receive intimation via e-mail from I-T Department for every such addition.

Step I: Login

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

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  [Login](#) | [Register](#)

[Home](#) | [Am](#) | [Services](#) | [Downloads](#) | [News & Updates](#)

Quick Link

- [Tax Calculator](#)
- [Apply Online - PAN/TAN](#)
- [F-Pay Tax](#)
- [View Form 26AS \(Tax Credit\)](#)

Need Assistance?

For Income tax related queries
ASK : 1800 100 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Login

User ID *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Login"/> Forgot Password?	
New Users? Register Now Resend Activation Link	

Trouble Logging In?

- User ID for Tax Payer is PAN.
- Make sure there are no spaces in User ID or Password
- Passwords are case sensitive, make sure Caps Lock is not on

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Income Tax Department, Government of India

Step 2: Select option – Add CA

The screenshot displays the e-Filing portal for the Income Tax Department, Government of India. The user is logged in as APOORVA BHARDWAJ (Individual). The 'Quick Links' dropdown menu is open, and the 'Add CA' option is highlighted with a green box. A red text box with a green border and an arrow points to this option, containing the instruction: 'Add CA to enable her/ him to file Forms in respect of user'. Other options in the dropdown include 'View Form 26AS (Tax Credit)', 'My Returns/ Form', 'Refund/Demand Status', 'Refund Re-issue Request', 'Rectification Request', 'Rectification Status', 'Request for Intimation u/s 143(1)/154', and 'Register as Legal Heir'. The 'Need For Income ASK:' section lists 'Dis-engage CA', and the 'Need For Rectification CPC:' section lists 'Dis-engage ERI' and 'Tax Credit Mismatch'. The 'Need For e-Filing of Returns e-Filing:' section provides the number 1800 4250 0025.

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

Transaction ID Search

Welcome **APOORVA BHARDWAJ** (Individual)
Last Login: 14/06/2013 11:10:44 [Logout](#)

[Dashboard](#) [My Account](#) [e-File](#) [Downloads](#) [Profile Settings](#) [My Request List](#) [Worklist](#) [Helpdesk](#)

Quick Links

- Quick e-File
- Upload Return
- View Form
- Rectification
- Tax Calculation
- Download ITR
- E-Pay Tax
- e-Filing - Disengage
- ITR V - Disengage

Need For Income ASK :

- List of CA
- Outstanding Tax Demand
- Dis-engage CA


Need For Rectification CPC :

- Dis-engage ERI
- Tax Credit Mismatch

Need For e-Filing of Returns e-Filing : 1800 4250 0025

Add CA to enable her/ him to file Forms in respect of user

Step 3: Fill details

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

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Transaction ID Search

Welcome **APOORVA BHARDWAJ** (Individual)
Last Login: 14/06/2013 11:10:44 [Logout](#)

[Dashboard](#) | [My Account](#) | [e-File](#) | [Downloads](#) | [Profile Settings](#) | [My Request List](#) | [Worklist](#) | [Helpdesk](#)

Navigation Trail: Add CA

Add CA


Membership Number *

Name of the CA *

Form Name *

Assessment Year *

Captcha Code

Image 

Enter the number as in above image *

Instructions

- Fields marked with asterisk(*) are mandatory.
- Enter the Membership Number of the CA
- Select the Form(s) and the Assessment Year.
- To add more than one Form, click mouse by holding CTRL (Control) key

Name of the CA will automatically appear on entering Membership No.

Quick Link


- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e-Filing - Dos & Don'ts
- ITR V - Dos & Don'ts

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 125 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Step 4: CA added successfully



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

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Transaction ID Search

Welcome **RAJESH GOYAL** (Individual)
Last Login: 04/03/2013 16:25:00 [Logout](#)

[Dashboard](#) [My Account](#) [e-File](#) [Downloads](#) [Profile Settings](#) [My Request List](#) [Worklist](#) [Helpdesk](#)

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e-Filing - Dos & Don'ts
- ITR V - Dos & Don'ts

Navigation Trail: [Add CA](#) ▶

Success

- CA has been added successfully to your profile. Transaction ID: 1105060010. In case of any queries, please contact 1800 4250 0025.

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Steps to be followed
to
submit Tax Audit Report

Steps to be followed to submit Tax Audit Report.....

- ❑ Go to 'Downloads' section and select applicable Form (other than ITR) of the desired Assessment Year **OR**
Login to e-Filing application and go to 'Downloads'--> 'Download Forms' and select applicable Income Tax Form of the desired Assessment Year.
- ❑ Download the utility of the Form (other than ITR).
- ❑ Fill the excel utility and Validate.
- ❑ Generate an XML file and save in desired path/destination in your desktop/system.
- ❑ Login to e-Filing application and go to--> e-File --> Upload Form
- ❑ Select the Form (other than ITR) and the Assessment Year.
- ❑ Browse and Select the XML file

Steps to be followed by CA to submit Tax Contd... Audit Report.....

- ❑ Upload Digital Signature Certificate.
- ❑ Click '**SUBMIT**'.
- ❑ On successful upload, the Form (other than ITR) is sent to Assessee's workflow for acceptance.
- ❑ The Assessee should LOGIN to e-Filing application, GO TO **Worklist** and accept/reject the Form (other than ITR). .
- ❑ **On Approval**, the Form is successfully submitted with e-Filing application. No further action is required.
- ❑ **If Rejected**, the Tax Professional can file the Form (other than ITR) again and follow the same process as mentioned above.

Steps for CA

to submit Tax Audit Report

Step 1: Select the option

The screenshot displays a web portal with a dark blue header containing navigation links: Dashboard, My Account, e-File, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. Below the header is a 'Quick Link' section with a green background, listing 'Upload Form', 'Tax Calculator', 'e-Filing - Do's & Don't', and 'ITR V - Do's & Don't'. A green box highlights the 'Upload Form' link, and a green arrow points from a red 'Offline Form' box to it. Below the 'Quick Link' section is a 'Need Assistance?' box with contact information for income tax queries (ASK: 1800 180 1961), rectification and refund (CPC: 1800 425 2229), and e-filing of returns (e-Filing: 1800 4250 0025). A grey bar with the text 'Click to view Notifications' is also visible.

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

Prepare and Submit Online Form(Other than ITR)

Offline Form

[Click to view Notifications](#)

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Step 2: Upload Form

Dashboard My Account **e-File** Downloads Profile Settings My Request List Worklist Helpdesk

Navigation Trail: Upload Form

Upload Form

User ID ARCA519147

PAN of the Assessee *

PAN of the CA *

Form Name * 3CR-3CD

Assessment Year * Select

Attach the XML file *

Select the type of Digital Signature Certificate *
 Sign with .pfx file
 Sign with your USD token

Upload Attachments (Up to 20 MB - *.tif, *.pdf)

Balance Sheet *

Profit Loss Statement *

Cost Audit Report

Excise Audit and/or Other Report

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- IIR V - Do's & Don't

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Mandatory
attachmen
s

Maximum size
and format of
files

Note: The forms will not be considered as final until it is approved by assessee

Steps for Assessee

to Approve Tax Audit Report

Procedure to be followed by Assessee for Approval/ Rejection of Forms uploaded by CA

- Assessee will check her/his Worklist
- List of Forms uploaded by CA will appear
- Select the Form
- Forms as filed by the CA and attachment uploaded can be viewed
- Select Approve or Reject
- For Approval - Affix Digital Signature
- If Rejected - reason for rejection to be mentioned

Other Features

Other Features...

for both Tax Professional &
Assessee

Dashboard

The screenshot shows the e-Filing dashboard for an authorized representative. The header includes the Income Tax Department logo, the text "e-Filing Anywhere Anytime", and the user's name "APOORVA DHARDWAJ". A navigation menu at the top highlights the "Dashboard" link. A "Quick Link" box on the left lists "Upload Form", "Tax Calculator", "e-Filing - Do's & Don't", and "ITR V Do's & Don't". A "Need Assistance?" section provides contact numbers for income tax queries, rectification, and e-filing. The main content area features a "Dashboard" heading, a "Click to view Notifications" link, and a table of transactions. A green box highlights the "Dashboard" menu item and the "Click to view Notifications" link, with arrows pointing to a summary box on the right. The footer contains various policy and contact links.

Income Tax Department, Government of India

Welcome **APOORVA DHARDWAJ** (Authorized Representative)
Last Login: 17/06/2013 14:04:07 [Logout](#)

Dashboard

Navigation Trail: [e-Filed Returns/Forms](#)

Dashboard

[Click to view Notifications](#)

Transaction Id	Activity	Date
1105830546	Digital Signature Certificate Updated	11/06/2013
1105830545	User Profile Created	14/06/2013

- ✓ Keeps track of all activities carried
- ✓ Provides detail of notifications
- ✓ Provides detail of previous e-Filed returns

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Profile Settings

The screenshot shows the Income Tax Department website interface. At the top, it says "Income Tax Department, Government of India" and "Welcome RAJESH GOYAL (Individual) Last Login: 22/06/2013 11:30:01 Logout". The navigation bar includes "Dashboard", "My Account", "e-File", "Downloads", "Profile Settings", "My Request List", "Worklist", and "Helpdesk". The "Profile Settings" menu is expanded, showing options: "Change Password", "Change Secret Question(s) / Answer(s)", "Update Contact Details", "Register Digital Signature Certificate", "Opt for Higher Security", "View My Profile", "PAN Details", "Mailing List", and "Alerts, Reminders & Notifications". A green box highlights the "Profile Settings" menu item in the navigation bar. A green arrow points from the "Profile Settings" menu to a text box at the bottom. The text box contains the instruction: "To update profile, details like — digital signature upload, secret question, contact details, change password, etc.".

Income Tax Department, Government of India

Welcome RAJESH GOYAL (Individual)
Last Login: 22/06/2013 11:30:01 [Logout](#)

Dashboard My Account e-File Downloads Profile Settings My Request List Worklist Helpdesk

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- C-Pay Tax
- e-Filing - Dos & Don'ts
- ITR V Dos & Don'ts

Navigation Trail

Mailing list

Change Password

Change Secret Question(s) / Answer(s)

Update Contact Details

Register Digital Signature Certificate

Opt for Higher Security

View My Profile

PAN Details

Mailing List

Alerts, Reminders & Notifications

bed for the mailing list

scribe

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

To update profile, details like — digital signature upload, secret question, contact details, change password, etc.

Worklist

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

Welcome **APOORVA BHARDWAJ** (Authorized Representative)
Last Login: 17/06/2013 14:04:07 [Logout](#)

Dashboard | My Account | e-File | Downloads | Profile Settings | My Request List | **Worklist** | Helpdesk

Navigation Trail: [Mailing List](#) | [Opt for Higher Security](#) | [Request List](#)

Worklist

No records found.

Keeps record of actions pending at the end of user

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Du's & Don't

Need Assistance?
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For e-Filing of Returns
e-Filing : 1800 4250 0025

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Help Desk

Income Tax Department, Government of India

Welcome **RAJESH GOYAL** (Individual)
Last Login: 22/06/2013 11:30:01 [Logout](#)

Dashboard | My Account | e-File | Downloads | Profile Settings | My Request List | Worklist | **Helpdesk**

Navigation Trail: [Mailing List](#) > [Request List](#) > Submit Request

Submit Request

User ID * AAJPG3284H

Name * RAJESH GOYAL

Mobile Number * []

F-mail ID * fucwologaincorporation

Category * Select

Sub Category * Select Problem/Issue

Summary * []

Description * []

Instructions

- Select the applicable category from the drop-down - My Profile or My Account
- My Profile will display all profile related issues that you may have like DSC, Secret Question/Answer(s), Contact details
- My Account will display all activities that are available like View 26AS, ITR/ITR-V/XML, Rectification, Refund, Intimation, Download, CA details
- Fill in the Summary (minimum 5 characters) and Description of the issue (minimum 15 characters)
- Attachment is limited to 20kb and should be in the TIFF or PDF or ZIP format

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e Filing Dos & Don'ts
- ITR V - Dos & Don'ts

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Submit Request

Request List

To raise a query, if you face any issues while e-Filing and check status of the query, if raised.

Other Features...

for TAX PROFESSIONAL

View Forms

The screenshot displays the user interface of the Income Tax Department's e-filing portal. At the top, there is a navigation menu with options: Dashboard, My Account, e-File, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. Below the navigation menu, the page title is "View Returns/Forms". The main content area contains a form with the following fields:

- PAN of the Assessee ***: A text input field.
- Captcha Code**: A text input field.
- Image**: A grid-based captcha image showing the number "763081" and a small blue icon.
- Enter the number as in above image ***: A text input field for the captcha code.

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

On the left side of the page, there is a "Quick Links" section with the following items:

- View Forms (highlighted with a green box)
- View Client List (highlighted with a blue box)
- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

Below the "Quick Links" section, there is a "Need Assistance?" section with the following information:

- For Income tax related queries
ASK : 1800 180 1961
- For Rectification and Refund
CPC : 1800 425 2229
- For e-Filing of Returns
e-Filing : 1800 4250 0025

A red text box at the bottom of the page contains the following text:

To view Returns/ Forms filed by the user

View Forms.....

Contd...

View Returns/Forms

Filed By	A.Y.	PAN	Filed On	ITR / Form	Type	Ack. No.	Status
ARCA111112	2012-13	AAAPA3001W	21/05/2013	Form 3CB	-----	567366421210513	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	07/05/2013	Form 3CB	-----	567364261070513	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	25/04/2013	Form 10CCC	-----	567363961250413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	25/04/2013	Form 10B	-----	567363951250413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 10CCC	-----	567363351240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 10CCBC	-----	567363341240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	24/04/2013	Form 3AD	-----	567363291240413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCBC	-----	567363211230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 3AD	-----	567362651230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCC	-----	567362631230413	Successfully e-Filed
ARCA111112	2013-14	AAAPA3001W	23/04/2013	Form 10B	-----	567362621230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	23/04/2013	Form 10CCBC	-----	567362571230413	Successfully e-Filed
ARCA111112	2012-13	AAAPA3001W	22/04/2013	Form 10CCC	-----	567362311220413	Successfully e-Filed



Note :

- 1.The e-Filed Returns/Forms are available for download/view starting Assesment Year 2007-08.
- 2.To download/view the ITR/FORM/XML/ITR-V/ITR-V Receipt, Please click on the Acknowledgement Number.

Back

View Client List

The screenshot displays the e-Filing portal interface. At the top left is the Income Tax Department logo and the text "e-Filing Anywhere Anytime" and "Income Tax Department, Government of India". At the top right, there is a search bar for "Transaction ID" and a user welcome message: "Welcome APOORVA DHARDWAJ (Authorized Representative)" with a "Logout" link and "Last Login: 17/06/2013 14:04:07". A navigation menu includes "Dashboard", "My Account", "e-File", "Downloads", "Profile Settings", "My Request List", "Worklist", and "Helpdesk". A "Quick Links" sidebar on the left contains "View Furnis", "View Client List", "Upload Form", "Tax Calculator", "e-Filing - Do's & Don't", and "ITR V Do's & Don't". The "View Client List" link is highlighted with a green box and a green arrow. A red text box with a green border points to this link, containing the text: "To keep check on number of clients added for various forms". Below the navigation menu, there is a "Navigation Trail" section and a "Click to view Notifications" button. At the bottom left, a "Need Assistance?" section provides contact numbers for income tax queries (ASK: 1800 180 1961), rectification and refund (CPC: 1800 425 2229), and e-filing of returns (e-Filing: 1800 4250 0025).

View Client List

Last Login: 22/06/2013 15:19:01 [Logout](#)

[Dashboard](#) [My Account](#) [e-File](#) [Downloads](#) [Profile Settings](#) [My Request List](#) [Worklist](#) [Helpdesk](#)

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

Need Assistance?

For Income tax related queries

ASK : 1800 180 1961

For Rectification and Refund

CPC : 1800 425 2229

For e-Filing of Returns

e-Filing : 1800 4250 0025

Navigation Trail:

View CA Client List

Advanced Search

PAN

Form Name

Select

Assessment Year

Select

Status

Select

Sl.No	PAN of Client	Form Name	Assessment Year	Date Added	Status
1	AAJPG3284H	FORM3CA	2013-14	22/06/2013	Inactive
2	AAJPG3284H	FORM3AC	2013-14	22/06/2013	Active
3	AAJPG3284H	FORM3CB	2013-14	22/06/2013	Active

Page: 1

Other Features...

for ASSESSEE

Dis-engage CA

The screenshot displays the e-Filing portal for the Income Tax Department, Government of India. The user is logged in as RAJESH GOYAL (Individual). The 'Quick Links' menu is open, showing various options. The 'Dis-engage CA' option is highlighted with a green box, and a green arrow points from it to a callout box. The callout box contains the text: 'Option to Dis-engage CA earlier added by Assessee'.

Income Tax Department, Government of India

e-Filing *Anywhere Anytime*

Transaction ID Search

Welcome **RAJESH GOYAL** (Individual)
Last Login: 14/06/2013 17:52:09 [Logout](#)

Dashboard | My Account | e-File | Downloads | Profile Settings | My Request List | Worklist | Helpdesk

Quick Links

- View Form 26AS (Tax Credit)
- My Returns/ Form
- Refund/Demand Status
- Refund Re-issue Request
- Rectification Request
- Rectification Status
- Request for Intimation u/s 143(1)/154
- Register as Legal Heir
- Add CA
- List of CA
- Dis-engage CA**
- Dis-engage ERI
- Tax Credit Mismatch

Need Assistance?

For Income Tax Returns: **ASK**

For Rectification: **CPC**

For e-Filing of Returns: **e-Filing : 1800 4250 0025**

Option to Dis-engage CA earlier added by Assessee

View List of CAs

The screenshot displays the e-Filing portal for the Income Tax Department, Government of India. The user is logged in as RAJESH GOYAL (Individual). The navigation bar includes Dashboard, My Account, e-File, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. A dropdown menu is open under 'My Account', listing various services such as 'View Form 26AS (Tax Credit)', 'My Returns/ Form', 'Refund/Demand Status', and 'List of CA'. The 'List of CA' option is highlighted with a green box. A green arrow points from this option to a red-bordered box containing the text: 'View Form wise & A.Y. wise list of CAs added by Assessee'. The 'Need Help?' section at the bottom left provides contact information for income tax, rectification, and e-filing.

Quick Link

- Quick e-File
- Upload Return
- View Form
- Rectification
- Tax Calculation
- Download Form
- E-Pay Tax
- e-Filing - De
- ITR V - Download

Need Help?

For Income Tax: **ASK :** 1800 4250 0025

For Rectification: **CPC :** 1800 4250 0025

For e-Filing in Remits: **e-Filing : 1800 4250 0025**

View Form wise & A.Y. wise list of CAs added by Assessee

View List of CAs.....

Last Login: 12/06/2013 11:30:01 [Logout](#)

Dashboard | **My Account** | e-File | Downloads | Profile Settings | My Request List | Worklist | Helpdesk

Navigation Trail: [Add CA](#) > List of CA

List of CA

CA Name	CA Membership number	Form Name	Assessment Year	Activation Date	Status
APOORVA BHARDWAJ	519147	Form 3CB	2013-14	22/06/2013	Active
APOORVA BHARDWAJ	519147	Form 3CA	2013-14	14/06/2013	Inactive

Page: 1

Shows current status of CA whether engaged or dis-engaged

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Download ITR
- E-Pay Tax
- e-Filing - Dos & Don'ts
- ITR V - Dos & Don'ts

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Forms to be initiated & authorized by Chartered Accountant

- Online Mode
- Offline Mode

CA is a user only to upload Forms other than ITRs

Forms to be initiated by CA

S. No.	Form No.	Form Description	Mode
1	3CA*	Audit report u/s 44AB of the IT Act for Companies	Offline <i>(Consolidated with 3CD for e-Filing)</i>
2	3CB*	Audit report u/s 44AB of IT Act for other than Companies	Offline <i>(Consolidated with 3CD for e-Filing)</i>
3	3CD*	Annexure Form for audit report u/s 44AB	Offline <i>(Consolidated with 3CA and 3CB for e-Filing)</i>
4	3CEB*	Report from an accountant to be furnished u/s 92E relating to international transaction(s)	Offline
5	29B*	Report u/s 115JB of IT Act for computing the book profits of the company	Offline

* Forms to be filled in Excel utility

Forms to be initiated by

Contd...

CA.....

S. No.	Form No.	Form Description	Mode
6	6B*	Audit report u/s 142(2A) of IT Act - Special Audit Report directed by AO	Offline
7	10B*	Audit report u/s 12A(b) of IT Act in case of charitable or religious trusts or institutions	Offline
8	10BB*	Audit Report of University or Hospital or Medical Institution or any charitable institution for public purpose	Offline
9	10CCBBA	Audit report u/s 80-IB(14) of IT Act - Any undertaking claiming deduction u/s 80-IB(14)	Online
10	10CCBC	Audit report u/s 80-IA(11B) of IT Act - Any undertaking claiming deduction u/s 80-IA(11B)	Online

* Form 6B, 10B & 10BB to be filled in e-utility

Forms to be initiated by

Contd...

CA.....

S. No.	Form No.	Form Description	Mode
11	10CCBD	Audit report u/s 80-IB(11C) of IT Act - Any undertaking claiming deduction u/s 80-IA(11C)	Online
12	10CCC	Certificate u/rule 18BBE(3) of IT Rules - For entities doing highway project in which housing is integral part 80-IA(6)	Online
13	10CCF	Report u/s 80LA(3) of IT Act - For off shore banking units and international financial service center	Online
14	10DA	Report u/s 80JJAA of IT Act - Deduction claimed by company for New Workmen engaged	Online
15	66	Audit Report u/s 115VW(ii) of IT Act - Audit Report of Tonnage Tax company i.e., Shipping companies	Online
16	3AC	Audit report under section 33AB(2) - Amount deposited by Tea or coffee or rubber development Account	Online

Forms to be initiated by

Contd...

CA.....

S. No.	Form No.	Form Description	Mode
17	3AD	Audit Report under section 33ABA(2) - Amount deposited by assessee engaged in prospecting, extraction or production of petroleum or natural gas	Online
18	3AE	Audit report u/s 35D(4)/35E(6) of IT Act - Amortisation of Preliminary Expenses 35D(4) / Deduction for expenditure on prospecting for certain minerals	Online
19	3CE	Audit Report u/s 44DA(2) of IT Act - Royalty income in case of Non-Resident	Online
20	3CEA	Report u/s 50B(3) of IT Act- Capital Gain in case of Slump Sale	Online

Forms to be authorized (verified) by CA

S. No.	Form No.	Description	Mode
1	62	Certificate regarding achievement of the prescribed level of production and continuance of such level of production in subsequent years by the amalgamated company.	Online
2	63	Statement to AO under Rule 12B of IT Rules, 1962, i.r.o income distributed by UTI to its Unit Holders u/s 115R.	Online
3	63A	Statement to AO designated under Rule 12B of IT Rules, 1962, i.r.o income distributed by a Mutual Fund u/s 115R.	Online
4	64	Statement of income distributed by Venture Capital Company or a Venture Capital Fund u/s 115U of the Act.	Online

**Steps to be followed by CA to
submit Online Forms (other than
ITR)**

Steps to submit Online Forms (other than ITR).....

- ❑ GO TO 'e-File' menu post Login and "Submit Form Online"
- ❑ Enter the Assessee PAN, CA's PAN, select the Form Name (other than ITR) and the Assessment Year.
- ❑ Upload Digital Signature Certificate.
- ❑ Click 'SUBMIT'.
- ❑ Enter the data and Submit
- ❑ On successful submission, the Form (other than ITR) is sent to Assessee's workflow for acceptance.
- ❑ The Assessee should LOGIN to e-Filing application, go to 'Worklist' and accept/reject the Form (other than ITR).
- ❑ **On approval**, the Form is successfully submitted with e-Filing application. No further action is required.
- ❑ **If rejected**, the Tax Professional can file the Income Tax Form (other than ITR) again and follow the same process as mentioned above.

Step 1: Select the option

The screenshot displays the e-Filing portal for the Income Tax Department, Government of India. The page features a header with the department's logo, the text 'e-Filing Anywhere Anytime', and a navigation menu with links for 'Skip to main content', 'About Us', 'Feedback', 'Contact Us', and 'Help'. A search bar for 'Transaction ID Search' and a user welcome message for 'APOORVA BHARDWAJ (Authorized Representative)' are also present. A main navigation bar includes 'Dashboard', 'My Account', 'e-File', 'Downloads', 'Profile Settings', 'My Request List', 'Worklist', and 'Helpdesk'. A 'Quick Link' section on the left lists 'Upload Form', 'Tax Calculator', 'e-Filing - Do's & Don't', and 'ITR V - Do's & Don't'. A central menu highlights 'Prepare and Submit Online Form(Other than ITR)' with a green border. Below this, there is a link to 'Click to view Notifications'. A 'Need Assistance?' section provides contact numbers for queries, rectification, and e-filing.

हिन्दी [A](#) [A](#) [A](#) [Skip to main content](#) [About Us](#) [Feedback](#) [Contact Us](#) [Help](#)

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

Transaction ID Search

Welcome **APOORVA BHARDWAJ** (Authorized Representative) [Logout](#)

[Dashboard](#) [My Account](#) [e-File](#) [Downloads](#) [Profile Settings](#) [My Request List](#) [Worklist](#) [Helpdesk](#)

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

[Prepare and Submit Online Form\(Other than ITR\)](#)

[Click to view Notifications](#)

Need Assistance?
For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Step 2: Fill details

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

हिन्दी | A | A | A* | [Skip to main content](#) | [About Us](#) | [Feedback](#) | [Contact Us](#) | [Help](#)

Transaction ID Search

Welcome **APOORVA BHARDWAJ** (Authorized Representative)
Last Login: 14/06/2013 17:41:32 [Logout](#)

[Dashboard](#) | [My Account](#) | **e-File** | [Downloads](#) | [Profile Settings](#) | [My Request List](#) | [Worklist](#) | [Helpdesk](#)

Quick Link

- Upload Form
- Tax Calculator
- e-Filing - Do's & Don't
- ITR V - Do's & Don't

Need Assistance?

For Income tax related queries
ASK : 1800 180 1961

For Rectification and Refund
CPC : 1800 425 2229

For e-Filing of Returns
e-Filing : 1800 4250 0025

Navigation Trail: [Prepare and Submit Online Form\(Other than ITR\)](#)

Submit Form Online

User ID	<input type="text" value="ARCA519147"/>
PAN of the Assessee *	<input type="text"/>
PAN of the CA *	<input type="text"/>
Form Name *	<input type="text" value="Select"/>
Assessment Year *	<input type="text" value="Select"/>
Select the type of Digital Signature Certificate *	<input type="radio"/> Upload using .pfx file <input type="radio"/> Upload using USB token

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Steps to be followed by CA to Verify Forms (other than ITR)

- ❑ The CA should LOGIN to e-Filing application, go to Worklist and verify the Income Tax Form (other than ITR) submitted by the Assessee.
- ❑ Upload Digital Signature Certificate.
- ❑ Click 'SUBMIT'.
- ❑ The Form is successfully submitted with e-Filing application. No further action is required.

Practical Difficulties in e-Filing Tax Audit Report

Form 3CD – Annexure of Tax Audit Report.....

- Specific formats provided for every clause
- Auto- fills
- No provision to import data
- Drop down list in some clauses
- The word limit or character range for reporting under each clause of Form no. 3CD is set at 75/100.

Practical Difficulties.....

- ❑ Clause 14 requires entry of all the particulars for every addition in fixed assets
- ❑ Clause 16 – Employees contribution to fund specified u/s 2(24)(x) – Name of fund to be specified
- ❑ Clause 18 of Form No. 3CD now requires date for each particular payment made to person specified u/s 40A(2)(b) thereby causing unnecessary hardship to the tax auditor.
- ❑ Clause 28 –Now requires Item wise & units wise entry of quantitative details of principal items of goods traded or raw materials, Finished products and by products as the case may be.

Practical Difficulties.....

- ❑ Part-B of Annexure- I to Form No. 3CD not in streamline with the Revised Schedule VI of the Companies Act.
- ❑ The online utility does not provide any facility for uploading of tax audit reports by multiple chartered accountants in case of joint auditors.
- ❑ E-Filing utility does not provide space or allows uploading of any annexure for providing reasons for qualification of audit report as required in Point no. 3 of Notes to Form No. 3CA.

Other relevant issues

Issues.....

- ❑ Amendment made in the provision of section 40A(3) w.e.f. 1-4-2009 by Finance Act, 2008 to be incorporated in **Clause 17(h)** of Form No. 3CD.
- ❑ Reference of Section 44AF in Clause 10 of Form No. 3CD to be deleted as the section is not applicable from 01.04.2011.
- ❑ Forms should incorporate the information regarding Firm Registration Number (FRN) as required by the ICAI's Council Guidelines.

THANK YOU!!

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