

Part A-GEN GENERAL

PERSONAL INFORMATION	First name	Middle name	Last name	PAN
	Flat/Door/Block No	Name Of Premises/Building/Village		Status (Tick) ☒ ☐ Individual ☐ HUF
	Road/Street/Post Office	Area/locality		Date of Birth (DD/MM/YYYY) (in case of individual) / /
	Town/City/District	State	Pin code	Sex (in case of individual) (Tick) ☒ ☐ Male ☐ Female
	Email Address	(STD code)-Phone Number ()		Employer Category (if in employment) (Tick) ☒ ☐ Govt ☐ PSU ☐ Others
FILING STATUS	Designation of Assessing Officer (Ward/Circle)			Return filed under Section [Please see instruction number 9(i)]
	Whether original or Revised return? (Tick) ☒ ☐ Original ☐ Revised			
	If revised, then enter Receipt No and Date of filing original return (DD/MM/YYYY) / /			
	Residential Status (Tick) ☒ ☐ Resident ☐ Non-Resident ☐ Resident but Not Ordinarily Resident			
	Whether this return is being filed by a representative assessee? (Tick) ☒ ☐ Yes ☐ No			
	If yes, please furnish following information -			
	(a)	Name of the representative		
(b)	Address of the representative			
(c)	Permanent Account Number (PAN) of the representative			
AUDIT INFORMATION	Are you liable to maintain accounts as per section 44AA? (Tick) ☒ ☐ Yes ☐ No			
	Are you liable for audit under section 44AB? (Tick) ☒ ☐ Yes ☐ No, If yes, furnish following information -			
	(a)	Name of the auditor signing the tax audit report		
	(b)	Membership no. of the auditor		
	(c)	Name of the auditor (proprietorship/ firm)		
	(d)	Permanent Account Number (PAN) of the proprietorship/ firm		
	(e)	Date of audit report.		

For Office Use Only

For Office Use Only

Receipt No

Date

Seal and Signature of receiving official

NATURE OF BUSINESS	Nature of business or profession, if more than one business or profession indicate the three main activities/ products			
	S.No.	Code [Please see instruction No.9(ii)]	Trade name of the proprietors hip, if any	Description
	(i)			
	(ii)			
	(iii)			

Part A-BS **BALANCE SHEET AS ON 31ST DAY OF MARCH, 2009 OF THE PROPRIETORY BUSINESS**
(fill items 1 to 5 in a case where regular books of accounts are maintained, otherwise fill item 6)

SOURCES OF FUNDS	1	Proprietor's fund			
		a	Proprietor's capital		a
		b	Reserves and Surplus		
		i	Revaluation Reserve	bi	
		ii	Capital Reserve	bii	
		iii	Statutory Reserve	biii	
		iv	Any other Reserve	biv	
		v	Total (bi + bii + biii + biv)		bv
	c	Total proprietor's fund (a + bv)		1c	
		2	Loan funds		
		a	Secured loans		
		i	Foreign Currency Loans	ai	
			Rupee Loans		
		A	From Banks	iiA	
			From others	iiB	
			Total (iiA + iiB)		
		iii	Total (ai + iiC)		aiii
		b	Unsecured loans (including deposits)		
i		From Banks	bi		
		From others	bii		
		Total (bi + bii)		biii	
c		Total Loan Funds (aiii + biii)		2c	
	3	Deferred tax liability			3
	4	Sources of funds (1c + 2c +3)			4
APPLICATION OF FUNDS	1	Fixed assets			
		a	Gross: Block	1a	
		b	Depreciation	1b	
		c	Net Block (a – b)	1c	
		d	Capital work-in-progress	1d	
		e	Total (1c + 1d)		1e
	2	Investments			
		a	Long-term investments		
		i	Government and other Securities - Quoted	ai	
			Government and other Securities – Unquoted	aii	
		iii	Total (ai + aii)		aiii
b	Short-term investments				
i	Equity Shares, including share application money	bi			

NO ACCOUNT		ii	Preference Shares	bii		
		iii	Debenture s	biii		
		iv	Total (bi + bii + biii)		biv	
	c	Total investments (aiii + biv)			2c	
	3	Current assets, loans and advances				
	a	Current assets				
		i	Inventories			
			A Stores/consumables including packing material	iA		
			B Raw materials	iB		
			C Stock-in-process	iC		
			D Finished Goods/Traded Goods	iD		
			E Total (iA + iB + iC + iD)		iE	
		ii	Sundry Debtors		aii	
		iii	Cash and Bank Balances			
			A Cash-in-hand	iiiA		
			B Balance with banks	iiiB		
			C Total (iiiA + iiiB)		iiiC	
		iv	Other Current Assets		aiv	
		v	Total current assets (iE + aii + iiiC + aiv)		av	
	b	Loans and advances				
		i	Advances recoverable in cash or in kind or for value to be received	bi		
		ii	Deposits, loans and advances to corporates and others	bii		
		iii	Balance with Revenue Authorities	biii		
		iv	Total (bi + bii + biii)		biv	
	c	Total of current assets, loans and advances (av + biv)				3c
	d	Current liabilities and provisions				
		i	Current liabilities			
			A Sundry Creditors	iA		
			B Liability for Leased Assets	iB		
			C Interest Accrued on above	iC		
			D Interest accrued but not due on loans	iD		
			E Total (iA + iB + iC + iD)		iE	
		ii	Provisions			
			A Provision for Income Tax	iiA		
			B Provision for Wealth Tax	iiB		
			C Provision for Leave encashment/Superannuation/Gratuity	iiC		
			D Other Provisions	iiD		
			E Total (iiA + iiB + iiC + iiD)		iiE	
		iii	Total (iE + iiE)		diii	
	e	Net current assets (3c – diii)				3e
	4	a	Miscellaneous expenditure not written off or adjusted	4a		
		b	Deferred tax asset	4b		
		c	Profit and loss account/ Accumulated balance	4c		
		d	Total (4a + 4b + 4c)		4d	
	5	Total, application of funds (1e + 2c + 3e +4d)				5
	6	In a case where regular books of account of business or profession are not main tained - (furnish the following information as on 31 st day of March, 2009, in respect of business or profession)				
		a	Amount of total sundry debtors		6a	
		b	Amount of total sundry creditors		6b	
		c	Amount of total stock -in-trade		6c	

	d	Amount of the cash balance	6d	
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Part A-P&L **Profit and Loss Account for the previous year 2008-09 of the proprietary business**
(fill items 1 to 50 in a case where regular books of accounts are maintained, otherwise fill item 51)

CREDITS TO PROFIT AND LOSS ACCOUNT	1	Sales/ Gross receipts of business or profession (Net of returns and refunds and duty or tax, if any)		1		
	2	Duties, taxes and cess, received or receivable, in respect of goods and services sold or supplied				
		a	Union Excise duties	2a		
		b	Service tax	2b		
		c	VAT/ Sales tax	2c		
		d	Any other duty, tax and cess	2d		
		e	Total of duties, taxes and cess, received or receivable(2a+2b+2c+2d)		2e	
	3	Other income				
		a	Rent	3a		
		b	Commission	3b		
	c	Dividend	3c			
	d	Interest	3d			
	e	Profit on sale of fixed assets	3e			
	f	Profit on sale of investment being securities chargeable to Securities Transaction Tax (STT)	3f			
	g	Profit on sale of other investment	3g			
	h	Profit on account of currency fluctuation	3h			
	i	Agriculture income	3i			
	j	Any other income	3j			
	k	Total of other income (3a to 3j)		3k		
	4	Closing Stock		4		
	5	Total of credits to profit and loss account (1+2e+3k+4)		5		
DEBITS TO PROFIT AND LOSS ACCOUNT	6	Opening Stock		6		
	7	Purchases (net of refunds and duty or tax, if any)		7		
	8	Duties and taxes, paid or payable, in respect of goods and services purchased				
		a	Custom duty	8a		
		b	Counter vailing duty	8b		
		c	Special additional duty	8c		
		d	Union excise duty	8d		
		e	Service tax	8e		
		f	VAT/ Sales tax	8f		
		g	Any other tax, paid or payable	8g		
		h	Total (8a+8b+8c+8d+8e+8f+8g)		8h	
	9	Freight		9		
	10	Consumption of stores and spare parts		10		
	11	Power and fuel		11		
	12	Rents		12		
13	Repairs to building		13			
14	Repairs to machinery		14			
15	Compensation to employees					
	a	Salaries and wages	15a			
	b	Bonus	15b			
	c	Reimbursement of medical expenses	15c			
	d	Leave encashment	15d			
	e	Leave travel benefits	15e			
	f	Contribution to approved superannuation fund	15f			
	g	Contribution to recognised provident fund	15g			

16	h	Contribution to recognised gratuity fund	15h		
	i	Contribution to any other fund	15i		
	j	Any other benefit to employees in respect of which an expenditure has been incurred	15j		
	k	Total compensation to employees (15a+15b+15c+15d+15e+15f+15g+15h+15i+15j)		15k	
	Insurance				
	a	Medical Insurance	16a		
	b	Life Insurance	16b		
	c	Keyman's Insurance	16c		
	d	Other Insurance	16d		
	e	Total expenditure on insurance (16a+16b+16c+16d)		16e	
	17	Workmen and staff welfare expenses		17	
	18	Entertainment		18	
	19	Hospitality		19	
	20	Conference		20	
	21	Sales promotion including publicity (other than advertisement)		21	
	22	Advertisement		22	
	23	Commission		23	
	24	Hotel , boarding and Lodging		24	
	25	Traveling expenses including foreign traveling		25	
	26	Conveyance expenses		26	
	27	Telephone expenses		27	
	28	Guest House expenses		28	
	29	Club expenses		29	
	30	Festival celebration expenses		30	
	31	Scholarship		31	
	32	Gift		32	
	33	Donation		33	
	34	Rates and taxes, paid or payable to Government or any local body (excluding taxes on income)			
	a	Union excise duty	34a		
	b	Service tax	34b		
	c	VAT/ Sales tax	34c		
	d	Cess	34d		
	e	Any other rate, tax, duty or cess incl STT Paid	34e		
	f	Total rates and taxes paid or payable (34a+34b+34c+34d+34e)		34f	
	35	Audit fee		35	
	36	Other expenses		36	
	37	Bad debts		37	
	38	Provision for bad and doubtful debts		38	
	39	Other provisions		39	
	40	Profit before interest, depreciation and taxes [5 – (6 + 7 + 8h + 9 to 14 + 15k + 16e + 17 to 33 + 34f + 35 to 39)]		40	
	41	Interest		41	
	42	Depreciation		42	
	43	Profit before taxes (40-41-42)		43	
	44	Provision for current tax		44	
	45	Provision for Deferred Tax		45	
	46	Profit after tax (43 – 44 – 45)		46	
	47	Balance brought forward from previous year		47	
	48	Amount available for appropriation (46 + 47)		48	
	49	Transferred to reserves and surplus		49	

NO ACCOUNT CASE	50	Balance carried to balance sheet in proprietor's account (48 – 49)	50	
	51	In a case where regular books of account of business or profession are not maintained, furnish the following information for previous year 2008-09 in respect of business or profession		
	a	Gross receipts	51a	
	b	Gross profit	51b	
	c	Expenses	51c	
	d	Net profit	51d	

Part A - OI Other Information (optional in a case not liable for audit under section 44AB)

OTHER INFORMATION	1	Method of accounting employed in the previous year (Tick) ☒ ☐ mercantile ☐ cash		
	2	Is there any change in method of accounting (Tick) ☒ ☐ Yes ☐ No		
	3	Effect on the profit because of deviation, if any, in the method of accounting employed in the previous year from accounting standards prescribed under section 145A		3
	4	Method of valuation of closing stock employed in the previous year		
	a	Raw Material (if at cost or market rates whichever is less write 1, if at cost write 2, if at market rate write 3)		☐
	b	Finished goods (if at cost or market rates whichever is less write 1, if at cost write 2, if at market rate write 3)		☐
	c	Is there any change in stock valuation method (Tick) ☒ ☐ Yes ☐ No		
	d	Effect on the profit or loss because of deviation, if any, from the method of valuation prescribed under section 145A		4d
	5	Amounts not credited to the profit and loss account, being -		
	a	the items falling within the scope of section 28	5a	
	b	the proforma credits, drawbacks, refund of duty of customs or excise or service tax, or refund of sales tax or value added tax, where such credits, drawbacks or refunds are admitted as due by the authorities concerned	5b	
	c	escalation claims accepted during the previous year	5c	
	d	any other item of income	5d	
	e	capital receipt, if any	5e	
	f	Total of amounts not credited to profit and loss account (5a+5b+5c+5d+5e)		5f
	6	Amounts debited to the profit and loss account, to the extent disallowable under section 36:-		
	a	Premium paid for insurance against risk of damage or destruction of stocks or store	6a	
	b	Premium paid for insurance on the health of employees	6b	
	c	Any sum paid to an employee as bonus or commission for services rendered, where such sum was otherwise payable to him as profits or dividend.	6c	
	d	Any amount of interest paid in respect of borrowed capital	6d	
e	Amount of discount on a zero-coupon bond	6e		
f	Amount of contributions to a recognised provident fund	6f		
g	Amount of contributions to an approved superannuation fund	6g		
h	Amount of contributions to an approved gratuity fund	6h		
i	Amount of contributions to any other fund	6i		
j	Amount of bad and doubtful debts	6j		
k	Provision for bad and doubtful debts	6k		
l	Amount transferred to any special reserve	6l		
m	Expenditure for the purposes of promoting family planning amongst employees	6m		
n	Any sum received from employees as contribution to any provident fund or superannuation fund or any fund set up under ESI Act or any other fund for the welfare of employees to the extent credited to the employees account on or before the due date	6n		

	o	Any other disallowance	6o	
	p	Total amount disallowable under section 36 (total of 6a to 6o)	6p	
7	Amounts debited to the profit and loss account, to the extent disallowable under section 37			
	a	Expenditure of personal nature;	7a	
	b	Expenditure on advertisement in any souvenir, brochure, tract, pamphlet or the like, published by a political party;	7b	
	c	Expenditure by way of penalty or fine for violation of any law for the time being in force;	7c	
	d	Any other penalty or fine;	7d	
	e	Expenditure incurred for any purpose which is an offence or which is prohibited by law;	7e	
	f	Amount of any liability of a contingent nature	7f	
	g	Amount of expenditure in relation to income which does not form part of total income	7g	
	h	Any other amount not allowable under section 37	7h	
	i	Total amount disallowable under section 37 (total of 7a to 7h)	7i	
8	A.	Amounts debited to the profit and loss account, to the extent disallowable under section 40		
	a	Amount disallowable under section 40 (a)(i), 40(a)(ia) and 40(a)(iii) on account of non-compliance with the provisions of Chapter XVII-B	Aa	
	b	Amount paid as fringe benefit tax	Ab	
	c	Amount of tax or rate levied or assessed on the basis of profits	Ac	
	d	Amount paid as wealth tax	Ad	
	e	Amount of interest, salary, bonus, commission or remuneration paid to any partner or member	Ae	
	f	Any other disallowance	Af	
	g	Total amount disallowable under section 40 (total of Aa to Af)	8A g	
	B.	Any amount disallowed under section 40 in any preceding previous year but allowable during the previous year		
			8B	
9	Amounts debited to the profit and loss account, to the extent disallowable under section 40A			
	a	Amounts paid to persons specified in section 40A(2)(b)	9a	
	b	Amount in excess of twenty thousand rupees paid to a person in a day otherwise than by account payee cheque or account payee bank draft under section 40A(3) – 100% disallowable	9b	
	c	Provision for payment of gratuity	9c	
	d	any sum paid by the assessee as an employer for setting up or as contribution to any fund, trust, company, AOP, or BOI or society or any other institution;	9d	
	e	Any other disallowance	9e	
	f	Total amount disallowable under section 40A (total of 9a to 9e)	9f	
10	Any amount disallowed under section 43B in any preceding previous year but allowable during the previous year			
	a	Any sum in the nature of tax, duty, cess or fee under any law	10a	
	b	Any sum payable by way of contribution to any provident fund or superannuation fund or gratuity fund or any other fund for the welfare of employees	10b	
	c	Any sum payable to an employee as bonus or commission for services rendered	10c	
	d	Any sum payable as interest on any loan or borrowing from any public financial institution or a State financial corporation or a State Industrial investment corporation	10d	
	e	Any sum payable as interest on any loan or borrowing from any scheduled bank	10e	
	f	Any sum payable towards leave encashment	10f	
	g	Total amount allowable under section 43B (total of 10a to 10f)	10g	
11	Any amount debited to profit and loss account of the previous year but disallowable under section 43B:-			

	a	Any sum in the nature of tax, duty, cess or fee under any law	11a	
	b	Any sum payable by way of contribution to any provident fund or superannuation fund or gratuity fund or any other fund for the welfare of employees	11b	
	c	Any sum payable to an employee as bonus or commission for services rendered	11c	
	d	Any sum payable as interest on any loan or borrowing from any public financial institution or a State financial corporation or a State Industrial investment corporation	11d	
	e	Any sum payable as interest on any loan or borrowing from any scheduled bank	11e	
	f	Any sum payable towards leave encashment	11f	
	g	Total amount disallowable under Section 43B(total of 11a to 11f)	11g	
12	Amount of credit outstanding in the accounts in respect of			
	a	Union Excise Duty	12a	
	b	Service tax	12b	
	c	VAT/sales tax	12c	
	d	Any other tax	12d	
	e	Total amount outstanding (total of 12a to 12d)	12e	
13	Amounts deemed to be profits and gains under section 33AB or 33ABA or 33AC			13
14	Any amount of profit chargeable to tax under section 41			14
15	Amount of income or expenditure of prior period credited or debited to the profit and loss account (net)			15

Part A – QD Quantitative details (optional in a case not liable for audit under section 44AB)			
QUANTITATIVE DETAILS	(a)	In the case of a trading concern	
	1	Opening stock	1
	2	Purchase during the previous year	2
	3	Sales during the previous year	3
	4	Closing stock	4
	5	Shortage/ excess, if any	5
	(b)	In the case of a manufacturing concern	
	6	Raw materials	
	a	Opening stock	6a
	b	Purchases during the previous year	6b
	c	Consumption during the previous year	6c
	d	Sales during the previous year	6d
	e	Closing stock	6e
	f	Yield finished products	6f
	g	Percentage of yield	6g
	h	Shortage/ excess, if any	6h
	7	Finished products/ By-products	
	a	opening stock	7a
	b	purchase during the previous year	7b
	c	quantity manufactured during the previous year	7c
	d	sales during the previous year	7d
	e	closing stock	7e
	f	shortage/ excess, if any	7f

Part B - II Computation of total income			
TOTAL INCOME	1	Salaries (6 of Schedule S)	1
	2	Income from house property (4c of Schedule-HP) (enter nil if loss)	2
	3	Profits and gains from business or profession	
	i	Profit and gains from business other than speculative business (A37 of Schedule-BP)	3i
	ii	Profit and gains from speculative business (B41 of Schedule-BP) (enter nil if loss)	3ii
	iii	Total (3i + 3ii) (enter nil if 3iii is a loss)	3iii
	4	Capital gains	
	a	Short term	
	i	Short-term (under section 111A) (A7 of Schedule-CG) (enter nil if loss)	4ai
	ii	Short-term (others) (A8 of Schedule-CG)	4aii
	iii	Total short-term (4ai + 4aii)	4aiii
	b	Long-term (B6 of Schedule-CG) (enter nil if loss)	4b
	c	Total capital gains (4aiii + 4b) (enter nil if 4c is a loss)	4c
	5	Income from other sources	
	a	from sources other than from owning race horses (3 of Schedule OS) (enter nil if loss)	5a
	b	from owning race horses (4c of Schedule OS) (enter nil if loss)	5b
	c	Total (5a + 5b)	5c
	6	Total (1 + 2 + 3iii + 4c + 5c)	6
	7	Losses of current year to be set off against 6 (total of 2vii, 3vii and 4vii of Schedule CYLA)	7
	8	Balance after set off current year losses (6 – 7)	8
	9	Brought forward losses to be set off against 6 (total of 2vii, 3vii and 4vii of Schedule BFLA)	9
	10	Gross Total income (8-9) (also 5viii of Schedule BFLA)	10
	11	Deductions under Chapter VI-A (s of Schedule VIA)	11

12	Total income (10 – 11)	12	
13	Net agricultural income/ any other income for rate purpose (4 of Schedule EI)	13	
14	'Aggregate income' (12 + 13)	14	
15	Losses of current year to be carried forward (total of xi of CFL)	15	

Part B - TII Computation of tax liability on total income

COMPUTATION OF TAX LIABILITY	1	Tax payable on total income									
		a	Tax at normal rates	1a							
		b	Tax at special rates (11 of Schedule-SI)	1b							
	2	Tax Payable on Total Income (1a + 1b)		2							
	3	Surcharge on 2		3							
	4	Education cess, including secondary and higher education cess on (2+3)		4							
	5	Gross tax liability (2+ 3 + 4)		5							
	6	Tax relief									
		a	Section 89	6a							
		b	Section 90	6b							
c		Section 91	6c								
	d	Total (6a + 6b + 6c)	6d								
7	Net tax liability (5 – 6d)		7								
8	Interest payable										
	a	For default in furnishing the return (section 234A)	8a								
	b	For default in payment of advance tax (section 234B)	8b								
	c	For deferment of advance tax (section 234C)	8c								
	d	Total Interest Payable (8a+8b+8c)	8d								
9	Aggregate liability (7 + 8d)		9								
TAXES PAID	10	Taxes Paid									
		a	Advance Tax (from Schedule-II)	10a							
		b	TDS (total of column 7 of Schedule-TDS1 and column 7 of Schedule-TDS2)	10b							
		c	TCS (column 7 of Schedule-TCS)	10c							
		d	Self Assessment Tax (from Schedule-II)	10d							
	e	Total Taxes Paid (10a+10b+10c + 10d)	10e								
11	Amount payable (Enter if 9 is greater than 10e, else enter 0)		11								
12	Refund (If 10e is greater than 9, also give Bank Account details below)		12								
REFUND	13	Enter your bank account number (mandatory in case of refund)									
	14	Do you want your refund by ☐ cheque, or ☐ deposited directly into your bank account? (tick as applicable ☒)									
	15	Give additional details of your bank account									
	MICR Code				Type of Account (tick as applicable ☒)		☐ Savings ☐ Current				

VERIFICATION

I, _____ son/ daughter of _____, holding permanent account number _____, solemnly declare that to the best of my knowledge and belief, the information given in the return and schedules thereto is correct and complete and that the amount of total income and other particulars shown therein are truly stated and are in accordance with the provisions of the Income-tax Act, 1961, in respect of income chargeable to Income-tax for the previous year relevant to the Assessment Year 2009-10.

Place

Date

Sign here →

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

Identification No. of TRP	Name of TRP	Counter Signature of TRP
If TRP is entitled for any reimbursement from the Government, amount thereof.....		18

Schedule S Details of Income from Salary

SALARIES	Name of Employer		PAN of Employer (optional)	
	Address of employer	Town/City	State	Pin code
1	Salary (Excluding all allowances, perquisites & profit in lieu of salary)..		1	
2	Allowances exempt under section 10		2	

3	Allowances not exempt	3	
4	Value of perquisites	4	
5	Profits in lieu of salary	5	
6	Income chargeable under the Head 'Salaries' (1+3+4+5)	6	

Schedule HP Details of Income from House Property (Please refer to instructions)

HOUSE PROPERTY	1	Address of property 1		Town/ City		State		PIN Code	
		(Tick) ☒ if let out ☐		Name of Tenant		PAN of Tenant (optional)			
		a	Annual lettable value/ rent received or receivable (higher if let out for whole of the year, lower if let out for part of the year)					1a	
		b	The amount of rent which cannot be realized		1b				
		c	Tax paid to local authorities		1c				
		d	Total (1b + 1c)		1d				
		e	Balance (1a – 1d)					1e	
		f	30% of 1e		1f				
		g	Interest payable on borrowed capital		1g				
		h	Total (1f + 1g)					1h	
		i	Income from house property 1 (1e – 1h)					1i	
	2	Address of property 2		Town/ City		State		PIN Code	
		(Tick) ☒ if let out ☐		Name of Te nant		PAN of Tenant (optional)			
		a	Annual lettable value/ rent received or receivable (higher if let out for whole of the year, lower if let out for part of the year)					2a	
		b	The amount of rent which cannot be realized		2b				
		c	Tax paid to local authorities		2c				
		d	Total (2b + 2c)		2d				
		e	Balance (2a – 2d)					2e	
		f	30% of 2e		2f				
		g	Interest payable on borrowed capital		2g				
	h	Total (2f + 2g)					2h		
	i	Income from house property 2 (2e – 2h)					2i		
3	Address of property 3		Town/ C ity		State		PIN Code		
	(Tick) ☒ if let out ☐		Name of Tenant		PAN of Tenant (optional)				
	a	Annual lettable value/ rent received or receivable (higher if let out for whole of the year, lower if let out for part of the year)					3a		
	b	The amount of rent which cannot be realized		3b					
	c	Tax paid to local authorities		3c					
	d	Total (3b + 3c)		3d					
	e	Balance (3a – 3d)					3e		
	f	30% of 3e		3f					
	g	Interest payable on borrowed capital		3g					
	h	Total (3f + 3g)					3h		
	i	Income from house property 3 (3e – 3h)					3i		
4	Income under the head "Income from house property"								
	a	Rent of earlier years realized under section 25A/AA					4a		
	b	Arrears of rent received during the year under section 25B after deducting 30%					4b		
	c	Total (4a + 4b + 1i + 2i + 3i)					4c		

NOTE ? Please include the income of the specified persons referred to in Schedule SPI while computing the income under this head

Schedule BP Computation of income from business or profession

INCOME	A	From business or profession other than speculative business	
	1	Profit before tax as per profit and loss account (item 43 or item 51d of Part A-P&L)	1

2	Net profit or loss from speculative business included in 1	2		
3	Income/ receipts credited to profit and loss account considered under other heads of income	3		
4	Profit or loss included in 1, which is referred to in section 44AD/44AE/44AF/44B/44BB/44BBA/44BBB/44D/44DA Chapter-XII-G/ First Schedule of Income-tax Act	4		
5	Income credited to Profit and Loss account (included in 1) which is exempt			
	a share of income from firm(s)	5a		
	b Share of income from AOP/ BOI	5b		
	c Any other exempt income	5c		
	d Total exempt income	5d		
6	Balance (1 – 2 – 3 – 4 – 5d)		6	
7	Expenses debited to profit and loss account considered under other heads of income	7		
8	Expenses debited to profit and loss account which relate to exempt income	8		
9	Total (7 + 8)	9		
10	Adjusted profit or loss (6+9)			10
11	Depreciation debited to profit and loss account included in 9			11
12	Depreciation allowable under Income-tax Act			
	i Depreciation allowable under section 32(1)(ii) (column 6 of Schedule-DEP)	12i		
	ii Depreciation allowable under section 32(1)(i) (Make your own computation refer Appendix-IA of IT Rules)	12ii		
	iii Total (12i + 12ii)		12iii	
13	Profit or loss after adjustment for depreciation (10 + 11 - 12iii)			13
14	Amounts debited to the profit and loss account, to the extent disallowable under section 36 (6p of Part-OI)	14		
15	Amounts debited to the profit and loss account, to the extent disallowable under section 37 (7i of Part-OI)	15		
16	Amounts debited to the profit and loss account, to the extent disallowable under section 40 (8Ag of Part-OI)	16		
17	Amounts debited to the profit and loss account, to the extent disallowable under section 40A (9f of Part-OI)	17		
18	Any amount debited to profit and loss account of the previous year but disallowable under section 43B (11g of Part-OI)	18		
19	Interest disallowable under section 23 of the Micro, Small and Medium Enterprises Development Act, 2006	19		
20	Deemed income under section 41	20		
21	Deemed income under section 33AB/33ABA/35ABB/72A/80HHD/80-IA	21		
22	Any other item or items of addition under section 28 to 44DA	22		
23	Any other income (including income from salary, commission, bonus and interest from firms in which an individual/ HUF/ Prop. concern is a partner) not included in profit and loss	23		
24	Total (14 + 15 + 16 + 17 + 18 + 19 + 20 + 21 + 22 + 23)			24
25	Deduction allowable under section 32(1)(iii)	25		
26	Amount of deduction under section 35 in excess of the amount debited to profit and loss account (item vii(4) of Schedule ESR)	26		
27	Any amount disallowed under section 40 in any preceding previous year but allowable during the previous year (8B of Part-OI)	27		
28	Any amount disallowed under section 43B in any preceding previous year but allowable during the previous year (10g of Part-OI)	28		
29	Deduction under section 35AC			

	a	Amount, if any, debited to profit and loss account	29a		
	b	Amount allowable as deduction	29b		
	c	Excess amount allowable as deduction (29b – 29a)	29c		
30		Any other amount allowable as deduction	30		
31		Total (25 + 26 + 27+28 +29c +30)		31	
32		Income (13 + 24 – 31)		32	
33		Profits and gains of business or profession deemed to be under -			
	i	Section 44AD	33i		
	ii	Section 44AE	33ii		
	iii	Section 44AF	33iii		
	iv	Section 44B	33iv		
	v	Section 44BB	33v		
	vi	Section 44BBA	33vi		
	vii	Section 44BBB	33vii		
	viii	Section 44D	33viii		
	ix	Section 44DA	33ix		
	x	Chapter-XII-G	33 x		
	xi	First Schedule of Income-tax Act	33xi		
	xii	Total (33i to 33xi)		33xii	
34		Profit or loss before deduction under section 10A/10AA/10B/10BA (32 + 33xii)		34	
35		Deductions under section -			
	i	10A (6 of Schedule-10A)	35i		
	ii	10AA (d of Schedule-10AA)	35ii		
	iii	10B (f of Schedule-10B)	35iii		
	iv	10BA (f of Schedule-10BA)	35iv		
	v	Total (35i + 35ii +35iii + 35iv)		35v	
36		Net profit or loss from business or profession other than speculative business (34 – 35v)		36	
37		Net Profit or loss from business or profession (same as above in 36 except in case of special business, after applying rule 7A, 7B or 7C)		A37	
B		Computation of income from speculative business			
38		Net profit or loss from speculative business as per profit or loss account		38	
39		Additions in accordance with section 28 to 44DA		39	
40		Deductions in accordance with section 28 to 44DA		40	
41		Profit or loss from speculative business (38+39-40)		B41	
C		Income chargeable under the head 'Profits and gains' (A37+B41)		C	

NOTE ? Please include the income of the specified persons referred to in Schedule SPI while computing the income under this head

Schedule DPM Depreciation on Plant and Machinery

DEPRECIATION ON PLANT AND MACHINERY	1	Block of assets	Plant and machinery						
	2	Rate (%)	15	30	40	50	60	80	100
			(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
3		Written down value on the first day of previous year							
4		Additions for a period of 180 days or more in the previous year							
5		Consideration or other realization during the previous year out of 3 or 4							
6		Amount on which depreciation at full rate to be allowed (3 + 4 -5) (enter 0, if result is negative)							
7		Additions for a period of less than 180 days in the previous year							
8		Consideration or other realizations during the year out of 7							
9		Amount on which depreciation at half rate to be allowed (7-8) (enter 0, if result is negative)							

10	Depreciation on 6 at full rate							
11	Depreciation on 9 at half rate							
12	Additional depreciation, if any, on 4							
13	Additional depreciation, if any, on 7							
14	Total depreciation* (10+11+12+13)							
15	Expenditure incurred in connection with transfer of asset/ assets							
16	Capital gains/ loss under section 50* (5 + 8 -3-4 -7 -15) (enter negative only if block ceases to exist)							
17	Written down value on the last day of previous year* (6+ 9 -14) (enter 0 if result is negative)							

Schedule DOA Depreciation on other assets

DEPRECIATION ON OTHER ASSETS	1	Block of assets	Building			Furniture and fittings	Intangible assets	Ships
	2	Rate (%)	5	10	100	10	25	20
			(i)	(ii)	(iii)	(iv)	(v)	(vi)
	3	Written down value on the first day of previous year						
	4	Additions for a period of 180 days or more in the previous year						
	5	Consideration or other realization during the previous year out of 3 or 4						
	6	Amount on which depreciation at full rate to be allowed (3 + 4 -5) (enter 0, if result is negative)						
	7	Additions for a period of less than 180 days in the previous year						
	8	Consideration or other realizations during the year out of 7						
	9	Amount on which depreciation at half rate to be allowed (7-8) (enter 0, if result is negative)						
	10	Depreciation on 6 at full rate						
	11	Depreciation on 9 at half rate						
	12	Additional depreciation, if any, on 4						
	13	Additional depreciation, if any, on 7						
	14	Total depreciation* (10+11+12+13)						
	15	Expenditure incurred in connection with transfer of asset/ assets						
	16	Capital gains/ loss under section 50* (5 + 8 -3-4 -7 -15) (enter negative only if block ceases to exist)						
	17	Written down value on the last day of previous year* (6+ 9 -14) (enter 0 if result is negative)						

Schedule DEP Summary of depreciation on assets

SUMMARY OF DEPRECIATION ON	1	Plant and machinery		
	a	Block entitled for depreciation @ 15 per cent (Schedule DPM - 14 i)	1a	
	b	Block entitled for depreciation @ 30 per cent (Schedule DPM - 14 ii)	1b	
	c	Block entitled for depreciation @ 40 per cent (Schedule DPM - 14 iii)	1c	
	d	Block entitled for depreciation @ 50 per cent (Schedule DPM - 14 iv)	1d	

	e	Block entitled for depreciation @ 60 per cent (Schedule DPM - 14 v)	1e			
	f	Block entitled for depreciation @ 80 per cent (Schedule DPM – 14 vi)	1f			
	g	Block entitled for depreciation @ 100 per cent (Schedule DPM - 14 vii)	1g			
	h	Total depreciation on plant and machinery (1a + 1b + 1c + 1d+ 1e + 1f + 1g)				1h
2	Building					
	a	Block entitled for depreciation @ 5 per cent (Schedule DOA- 14i)	2a			
	b	Block entitled for depreciation @ 10 per cent (Schedule DOA- 14ii)	2b			
	c	Block entitled for depreciation @ 100 per cent (Schedule DOA- 14iii)	2c			
	d	Total depreciation on building (total of 2a + 2b + 2c)				2d
3	Furniture and fittings(Schedule DOA- 14 iv)				3	
4	Intangible assets (Schedule DOA- 14 v)				4	
5	Ships (Schedule DOA- 14 vi)				5	
6	Total depreciation (1h+2d+3+4+5)				6	

Schedule DCG Deemed Capital Gains on sale of depreciable assets

1	Plant and machinery					
	a	Block entitled for depreciation @ 15 per cent (Schedule DPM - 16i)	1a			
	b	Block entitled for depreciation @ 30 per cent (Schedule DPM – 16ii)	1b			
	c	Block entitled for depreciation @ 40 per cent(Schedule DPM - 16iii)	1c			
	d	Block entitled for depreciation @ 50 per cent (Schedule DPM - 16iv)	1d			
	e	Block entitled for depreciation @ 60 per cent (Schedule DPM – 16v)	1e			
	f	Block entitled for depreciation @ 80 per cent (Schedule DPM – 16vi)	1f			
	g	Block entitled for depreciation @ 100 per cent (Schedule DPM – 16vii)	1g			
	h	Total (1a +1b + 1c + 1d + 1e + 1f + 1g)			1h	
2	Building					
	a	Block entitled for depreciation @ 5 per cent (Schedule DOA- 16i)	2a			
	b	Block entitled for depreciation @ 10 per cent (Schedule DOA- 16ii)	2b			
	c	Block entitled for depreciation @ 100 per cent (Schedule DOA- 16iii)	2c			
	d	Total (2a + 2b + 2c)			2d	
3	Furniture and fittings (Schedule DOA- 16iv)				3	
4	Intangible assets (Schedule DOA- 16v)				4	
5	Ships (Schedule DOA- 16vi)				5	
6	Total (1h+2d+3+4+5)				6	

Schedule ESR Deduction under section 35

Sl No	Expenditure of the nature referred to in section (1)	Amount, if any, debited to profit and loss account (2)	Amount of deduction allowable (3)	Amount of deduction in excess of the amount debited to profit and loss account (4) = (3) - (2)
i	35(1)(i)			
ii	35(1)(ii)			
iii	35(1)(iii)			
iv	35(1)(iv)			
v	35(2AA)			
vi	35(2AB)			

vii	total			
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Schedule CG Capital Gains

CAPITAL GAINS	A	Short-term capital gain					
	1	From slump sale					
		a	Full value of consideration	1a			
		b	Net worth of the under taking or division	1b			
		c	Short term capital gains from slump sale	1c			
		d	Deduction under sections 54B/54D	1d			
		e	Net short term capital gains from slump sale (1c – 1d)			1e	
	2	From assets in case of non-resident to which first proviso to section 48 is applicable				2	
	3	From assets in the case of others					
		a	Full value of consideration	3a			
		b	Deductions under section 48				
		i	Cost of acquisition	bi			
		ii	Cost of Improvement	bii			
		iii	Expenditure on transfer	biii			
		iv	Total (bi + bii + biii)	biv			
		c	Balance (3a – biv)	3c			
		d	Loss, if any, to be ignored under section 94(7) or 94(8) (enter positive values only)	3d			
		e	Deduction under section 54B/54D	3e			
		f	Short-term capital gain (3c – 3d – 3e)			3f	
	4	Deemed short capital gain on depreciable assets (6 of Schedule-DCG)				4	
	5	Amount deemed to be short term capital gains under sections 54B/54D/54EC/ 54ED/54G/ 54GA				5	
	6	Total short term capital gain (1e + 2 +3f +4 +5)				6	
	7	Short term capital gain under section 111A included in 6				7	
	8	Short term capital gain other than referred to in section 111A (6 – 7)				A8	
	B	Long term capital gain					
		1	From slump sale				
			a	Full value of consideration	1a		
			b	Net worth of the under taking or division	1b		
			c	Long term capital gains from slump sale	1c		
			d	Deduction under sections 54/54B/54D/54EC/ 54F/54G/54GA	1d		
		e	Net long term capital gain from slump sale (1c – 1d)			1e	
	2	Asset in case of non-resident to which first proviso to section 48 applicable				2	
	3	Asset in the case of others where proviso under section 112(1) not exercised					
		a	Full value of consideration	3a			
		b	Deductions under section 48				
		i	Cost of acquisition after indexation	bi			
		ii	Cost of improvement after indexation	bii			
		iii	Expenditure on transfer	biii			
		iv	Total (bi + bii +biii)	biv			
		c	Balance (3a – biv)	3c			
		d	Deduction under sections 54/54B/54D/54EC/ 54F/54G/54GA	3d			
		e	Net balance (3c – 3d)			3e	
	4	Asset in the case of others where proviso under section 112(1) exercised					
		a	Full value of consideration	4a			
		b	Deductions under section 48				
		i	Cost of acquisition without indexation	bi			
		ii	Cost of improvement without indexation	bii			
		iii	Expenditure on transfer	biii			
		iv	Total (bi + bii +biii)	biv			
		c	Balance (4a – biv)	4c			
		d	Deduction under sections 54/54B/54D/54EC/ 54F/54G/54GA	4d			
		e	Net balance			4e	

	5	Amount deemed to be long term capital gains under sections 54/54B/54D/54EC/ 54ED/ 54F/54G/54GA				5	
	6	Total long term capital gain (1e (enter nil if loss) + 2 + 3e (enter nil if loss) + 4e (enter nil if loss) + 5)				B6	
	C	Income chargeable under the head "CAPITAL GAINS" (A 6 + B6) (enter B6 as nil, if loss)				C	
	D	Information about accrual/receipt of capital gain					
	1	Date	Upto 15/9 (i)	16/9 to 15/12 (ii)	16/12 to 15/3 (iii)	16/3 to 31/3 (iv)	
	2	Long-term					
	3	Short-term					
NOTE ? Please include the income of the specified persons referred to in Schedule SPI while computing the income under this head							

Schedule OS Income from other sources

OTHER SOURCES	1	Income other than from owning race horse(s):-					
	a	Dividends, Gross	1a				
	b	Interest, Gross	1b				
	c	Rental income from machinery, plants, buildings,	1c				
	d	Others, Gross (excluding income from owning race horses)	1d				
	e	Total (1a + 1b + 1c + 1d)				1e	
	f	Deductions under section 57:-					
	i	Expenses	fi				
	ii	Depreciation	fii				
	iii	Total	fiii				
	g	Balance (1e – fiii)				1g	
	2	Winnings from lotteries, crossword puzzles, races, etc.				2	
	3	Income from other sources (other than from owning race horses) (1g + 2) (enter 1g as nil if loss)				3	
	4	Income from owning and maintaining race horses					
	a	Receipts	4a				
	b	Deductions under section 57 in relation to (4)	4b				
	c	Balance (2a – 2b)				4c	
	5	Income chargeable under the head "Income from other sources" (3 + 4c) (enter 4c as nil if loss and take 4c loss figure to Schedule CFL)				5	

NOTE ? Please include the income of the specified persons referred to in Schedule SPI while computing the income under this head

Schedule CYLA Details of Income after set-off of current years losses

CURRENT YEAR LOSS ADJUSTMENT	Sl.No	Head/ Source of Income	Income of current year (Fill this column only if income is zero or positive)	House property loss of the current year set off	Business Loss (other than speculation loss) of the current year set off	Other sources loss (other than loss from race horses) of the current year set off	Current year's Income remaining after set off
				Total loss (4c of Schedule -HP)	Total loss (A37 of Schedule-BP)	Total loss (3 of Schedule-OS)	
			1	2	3	4	5=1-2-3-4
		Loss to be adjusted					
	i	Salaries					
	ii	House property					
	iii	Business(including speculation profit)					
	iv	Short-term capital gain					
	v	Long term capital gain					
	vi	Other sources (incl. profit from owning race horses)					
	vii	Total loss set off					
	viii	Loss remaining after set-off					

Schedule BFLA Details of Income after Set off of Brought Forward Losses of earlier years

FORWARD LOSS	Sl. No.	Head/ Source of Income	Income after set off, if any, of current year's losses as per 5 of Schedule CYLA)	Brought forward loss set off	Brought forward depreciation set off	Brought forward allowance under section 35(4) set off	Current year's income remaining after set off
			1	2	3	4	5
	i	House property					

ii	Business (including speculation profit)					
iii	Short-term capital gain					
iv	Long-term capital gain					
v	Other sources (profit from owning race horses)					
vi	Total of brought forward loss set off					
vii	Current year's income remaining after set off Total (i5 + ii5 + iii5 + iv5+v5)					

Schedule CFL		Details of Losses to be carried forward to future years						
Sl. No.	Assessment Year	Date of Filing (DD/MM/YYYY)	House property loss	Loss from business other than loss from speculative business including unabsorbed depreciation allowance u/s 35(4)	Loss from speculative business including unabsorbed depreciation allowance u/s 35(4)	Short-term capital loss	Long-term Capital loss	Other sources loss (from owning race horses)
CARRY FORWARD OF LOSS	i	2001-02						
	ii	2002-03						
	iii	2003-04						
	iv	2004-05						
	v	2005-06						
	vi	2006-07						
	vii	2007-08						
	viii	2008-09						
	ix	Total of earlier year losses						
	x	Adjustment of above losses in Schedule BFLA (see instruction)						
	xi	2009-10 (Current year losses)						
	xii	Total loss Carried Forward to future years						

Schedule 10A		Deduction under section 10A			
DEDUCTIONS U/S 10A	1	Deduction in respect of units located in Software Technology Park			
	a	Undertaking No.1	1a		
	b	Undertaking No.2	1b		
	c	Undertaking No.3	1c		
	d	Undertaking No.4	1d		
	e	Undertaking No.5	1e		
	f	Total (1a + 1b+ 1c + 1d + 1e)			1f
	2	Deductions in respect of units located in Electronic Hardware Technology Park			
	a	Undertaking No.1	2a		
	b	Undertaking No.2	2b		
	c	Undertaking No.3	2c		
	d	Total (2a + 2b+ 2c)			2d
	3	Deductions in respect of units located in Free Trade Zone			
	a	Undertaking No.1	3a		
	b	Undertaking No.2	3b		
	c	Undertaking No.3	3c		
	d	Total (3a + 3b+ 3c)			3d
	4	Deductions in respect of units located in Export Processing Zone			
	a	Undertaking No.1	4a		
	b	Undertaking No.2	4b		
	c	Undertaking No.3	4c		
	d	Total (4a + 4b+ 4c)			4d
	5	Deductions in respect of units located in Special Economic Zone			
	a	Undertaking No.1	5a		
	b	Undertaking No.2	5b		
	c	Undertaking No.3	5c		
	d	Total (5a + 5b+ 5c)			5d

6	Total deduction under section 10A (1f + 2d + 3d + 4d + 5d)	6
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Schedule 10AA Deduction under section 10AA

DEDUCTIONS U/S 10AA	Deductions in respect of units located in Special Economic Zone			
	a	Undertaking No.1	a	
	b	Undertaking No.2	b	
	c	Undertaking No.3	c	
	d	Total (a + b + c)	d	

Schedule 10B Deduction under section 10B

DEDUCTIONS U/S 10B	Deduction in respect of hundred percent Export Oriented units			
	a	Undertaking No.1	a	
	b	Undertaking No.2	b	
	c	Undertaking No.3	c	
	d	Undertaking No.4	d	
	e	Undertaking No.5	e	
	f	Total (a + b + c + d + e)	f	

Schedule 10BA Deduction under section 10BA

DEDUCTIONS U/S 10BA	Deduction in respect of exports of handmade wooden articles			
	a	Undertaking No.1	a	
	b	Undertaking No.2	b	
	c	Undertaking No.3	c	
	d	Undertaking No.4	d	
	e	Undertaking No.5	e	
	f	Total (a + b + c + d + e)	f	

Schedule 80G Details of donations entitled for deduction under section 80G

DETAILS OF DONATIONS	A Donations entitled for 100% deduction				
	Name and address of donee				Amount of donation
	i			Ai	
	ii			Aii	
	iii			Aiii	
	iv			Aiv	
	v			Av	
	vi	Total		Avi	
	B Donations entitled for 50% deduction where donee not required to be approved under section 80G(5) (vi)				
	Name and address of donee				Amount of donation
	i			Bi	
	ii			Bii	
	iii			Biii	
	iv			Biv	
	v			Bv	
	vi	Total		Bvi	
	C Donations entitled for 50% deduction where donee is required to be approved under section 80G(5) (vi)				
	Name and address of donee		PANof donee		Amount of donation
	i			G	
	ii			Cii	
	iii			Ciii	
	iv			Civ	
	v			Cv	
	vi	Total		Cvi	
	D Total donations (Avi + Bvi + Cvi)			D	

Schedule 80-IA Deductions under section 80-IA

DEDUCTIONS U/S 80-IA	a	Deduction in respect of profits of an enterprise referred to in section 80-IA(4)(i) [Infrastructure facility]	a		
	b	Deduction in respect of profits of an undertaking referred to in section 80-IA(4)(ii) [Telecommunication services]	b		
	c	Deduction in respect of profits of an undertaking referred to in section 80-IA(4)(iii) [Industrial park and SEZs]	c		
	d	Deduction in respect of profits of an undertaking referred to in section 80-IA(4)(iv) [Power]	d		
	e	Deduction in respect of profits of an undertaking referred to in section 80-IA(4)(v) [Revival of power generating plant] and deduction in respect of profits of an undertaking referred to in section 80-IA(4)(vi) [Cross-country natural gas distribution network]	e		
	f	Total deductions under section 80-IA (a + b + c + d + e)	f		

Schedule 80-IB Deductions under section 80-IB

DEDUCTIONS U/S 80-IB	a	Deduction in respect of industrial undertaking referred to in section 80-IB(3) [Small-scale industry]	a		
	b	Deduction in respect of industrial undertaking located in Jammu & Kashmir [Section 80-IB(4)]	b		
	c	Deduction in respect of industrial undertaking located in industrially backward states specified in Eighth Schedule [Section 80-IB(4)]	c		
	d	Deduction in respect of industrial undertaking located in industrially backward districts [Section 80-IB(5)]	d		
	e	Deduction in the case of multiplex theatre [Section 80-IB(7A)]	e		
	f	Deduction in the case of convention centre [Section 80-IB(7B)]	f		
	g	Deduction in the case of company carrying on scientific research [Section 80-IB(8A)]	g		
	h	Deduction in the case of undertaking which begins commercial production or refining of mineral oil [Section 80-IB(9)]	h		
	i	Deduction in the case of an undertaking developing and building housing projects [Section 80-IB(10)]	i		
	j	Deduction in the case of an undertaking operating a cold chain facility [Section 80-IB(11)]	j		
	k	Deduction in the case of an undertaking engaged in processing, preservation and packaging of fruits and vegetables [Section 80-IB(11A)]	k		
	l	Deduction in the case of an undertaking engaged in integrated business of handling, storage and transportation of foodgrains [Section 80-IB(11A)]	l		
	m	Deduction in the case of an undertaking engaged in operating and maintaining a rural hospital [Section 80-IB(11B)]	m		
	n	Total deduction under section 80-IB (Total of a to m)	n		

Schedule 80-IC or 80-IE Deductions under section 80-IC or 80-IE

DEDUCTIONS U/S 80-IC/ID/IE	1	Deduction in respect of industrial undertaking located in Sikkim	1	
	2	Deduction in respect of industrial undertaking located in Himachal Pradesh	2	
	3	Deduction in respect of industrial undertaking located in Uttaranchal	3	
	4	Deduction in respect of industrial undertaking located in North-East		
	a	Assam	4a	
	b	Arunachal Pradesh	4b	
	c	Manipur	4c	
	d	Mizoram	4d	
	e	Meghalaya	4e	
	f	Nagaland	4f	
	g	Tripura	4g	
	h	Total of deduction for undertakings located in North-east (Total of 5a to 5g)	4h	
	5	Total deduction under section 80-IC or 80-IE (1 + 2 + 3 + 4h)	5	

Schedule VI-A Deductions under Chapter VI-A (Section)

TOTAL DEDUCTIONS	a	80C		j	80GGC		
	b	80CCC		k	80IA (f of Schedule 80-IA)		
	c	80CCD		l	80IAB		
	d	80D		m	80IB (n of Schedule 80-IB)		
	e	80DD		n	80IC/ 80-IE (5 of Schedule 80-IC/ 80-IE)		
	f	80DDB		o	80ID/ 80JJA		
	g	80E		p	80QJB		
	h	80G		q	80RRB		
	i	80GG/GGA		r	80U		
	s	Total deductions under Chapter VI-A (Total of a to r)					s

Schedule SPI Income of specified persons(spouse, minor child etc) includable in income of the assessee

Sl No	Name of person	PAN of person (optional)	Relationship	Nature of Income	Amount (Rs)
1					
2					

Schedule SI Income chargeable to Income tax at special rates IB [Please see instruction Number-9(iii) for section code and rate of tax]

SPECIAL RATE	Sl No	Section code	☒	Special rate (%)	Income i	Tax thereon ii	Sl No	Section code	☒	Special rate (%)	Income i	Tax thereon ii
	1		☐				6		☐			
	2		☐				7		☐			
	3		☐				8		☐			
	4		☐				9		☐			
	5		☐				10		☐			
	11	Total (1ii to 10 ii)										

Schedule IF Information regarding partnership firms in which you are partner

FIRMS IN WHICH PARTNER	Number of firms in which you are partner					
		Name of the Firm	PAN of the firm	Percentage Share in the profit of the firm	Amount of share in the profit	Capital balance on 31 st March in the firm
					i	ii
	1					
	2					
	3					
	4					
	5					
	6	Total				

Schedule EI Details of Exempt Income (Income not to be included in Total Income)

EXEMPT INCOME	1	Interest income	1
	2	Dividend income	2
	3	Long-term capital gains on which Securities Transaction Tax is paid	3
	4	Net Agriculture income(other than income to be excluded under rule 7, 7A, 7B or 8)	4
	5	Share in the profit of firm/AOP etc.	5
	6	Others, including exempt income of minor child	6
	7	Total (1+2+3+4+5+6)	7

Schedule AIR Other Information (Information relating to Annual Information Return) [Please see instruction number-9(iv) for code]

Sl	Code of Transaction	☒	Amount (Rs)	Sl	Code of Transaction	☒	Amount (Rs)
1	001	☐		5	005	☐	
2	002	☐		6	006	☐	
3	003	☐		7	007	☐	
4	004	☐		8	008	☐	

Schedule IT Details of Advance Tax and Self Assessment Tax Payments of Income-tax

TAX PAYMENTS	Sl No	Name of Bank & Branch	BSR Code					Date of Deposit (DD/MM/YYYY)	Serial Number of Challan				Amount (Rs)
	i												
	ii												
	iii												
	iv												
	v												
NOTE ? Enter the totals of Advance tax and Self Assessment tax in Sl No. 11a & 11d of Part B-TII													

Schedule TDS1 Details of Tax Deducted at Source from Salary [As per Form 16 issued by Employer(s)]

TDS ON SALARY	Sl No	Tax Deduction Account Number (TAN) of the Employer	Unique Transaction Number (UTN)	Name and address of the Employer	Income chargeable under Salaries	Deduction under Chapter VI-A	Tax payable (incl. surch. and edn. cess)	Total tax deducted	Tax payable/ refundable
	(1)	(2)	(9)	(3)	(4)	(5)	(6)	(7)	(8)
	i								
	ii								

Schedule TDS2 Details of Tax Deducted at Source on Income [As per Form 16 A issued by Deductor(s)]

TDS ON OTHER INCOME	Sl No	Tax Deduction Account Number (TAN) of the Deductor	Unique Transaction Number (UTN)	Name and address of the Deductor	Amount Paid	Date of Payment / Credit	Total tax deducted	Amount out of (6) claimed for this year
	(1)	(2)	(8)	(3)	(4)	(5)	(6)	(7)
	I							
	ii							

NOTE ? Please enter total of column 7 of Schedule-TDS1 and column 7 of Schedule-TDS2 in 11(b) of PartB-TII

Schedule TCS Details of Tax Collected at Source [As per Form 27D issued by the Collector(s)]

TCS ON INCOME	Sl No	Tax Deduction and Tax Collection Account Number of the Collector	Unique Transaction Number (UTN)	Name and address of the Collector	Amount received/ debited	Date of receipt/ debit	Total tax deducted	Amount out of (6) to be allowed as credit during the year
	(1)	(2)	(8)	(3)	(4)	(5)	(6)	(7)
	i							

ii

NOTE ?

Instructions for filling out FORM ITR-4

• **Legal status of instructions**

These instructions though stated to be non-statutory, may be taken as guidelines for filling the particulars in this Form. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

• **Assessment Year for which this Form is applicable**

This Form is applicable for assessment year **2009-2010** only.

• **Who can use this Form**

This Form can be used by a person being an individual or a Hindu Undivided family who is carrying out a proprietary business or profession.

• **Annexure-less Form**

No document (including TDS/ TCS certificate, report of audit) should be attached to this form. Official receiving the return has been instructed to detach all documents enclosed with this form and return the same to the assessee.

• **Manner of filing this Form**

This Form can be submitted to the Income Tax Department in any of the following manners, -

- (i) by furnishing the return in a paper form;
- (ii) by furnishing the return electronically under digital signature;
- (iii) by transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITR-V;
- (iv) by furnishing a bar-coded paper return.

Where the form is furnished in the manner mentioned at 5(iii), you need to print out two copies of Form ITR-V. Both copies should be verified by the assessee and submitted to the Incometax Department. The receiving official shall return one copy after affixing the stamp and seal.

• **Filling out the acknowledgement**

Where the form is furnished in the manner mentioned at 5(i) or 5(iv), acknowledgement slip attached with this Form should be duly filled out.

• **Form not to be filled in duplicate**

This form is not required to be filed in duplicate.

• **Intimation of processing under section 143(1)**

The acknowledgement of the return is deemed to be the intimation of processing under section 143(1). No separate intimation will be sent to the taxpayer unless there is a demand or refund.

• **Codes for filling out this Form**

Some of the details in this form have to be filled out on the basis of the relevant codes. These are as under:-

- (i) The code (to be filled in the section “**Filing Status**” on first page) for sections under which the return is filed are as under:-

Sl.No.	How the return is filed	Code
i.	Voluntarily before the due date (31.7. 2009)	11
ii.	Voluntarily after the due date	12
iii.	In response to notice under section 142(1)	13
iv.	In response to notice under section 148	14
v.	In response to notice under section 153A /153C	15

- (ii) The codes for nature of business to be filled in ‘Part-A- Nature of business’ are as under-

Sector	Sub-Sector	Code
(1) Manufacturing Industry	Agro-based industries	0101
	Automobile and Auto parts	0102
	Cement	0103
	Diamond cutting	0104
	Drugs and Pharmaceuticals	0105
	Electronics including Computer Hardware	0106
	Engineering goods	0107
	Fertilizers, Chemicals, Paints	0108
	Flour & Rice Mills	0109
	Food Processing units	0110
	Marble & Granite	0111
	Paper	0112
	Petroleum and Petrochemicals	0113
	Power and energy	0114
	Printing & Publishing	0115
	Rubber	0116
	Steel	0117
	Sugar	0118

	Tea, Coffee	0119
	Textiles, handloom, Power looms	0120
	Tobacco	0121
	Tyre	0122
	Vanaspati & Edible Oils	0123
	Others	0124
(2) Trading	Chain Stores	0201
	Retailers	0202
	Wholesalers	0203
	Others	0204
(3) Commission Agents	General Commission Agents	0301
(4) Builders	Builders	0401
	Estate Agents	0402
	Property Developers	0403
	Others	0404
(5) Contractors	Civil Contractors	0501
	Excise Contractors	0502
	Forest Contractors	0503
	Mining Contractors	0504
	Others	0505
(6) Professionals	Chartered Accountants, Companies Secretaries, etc.	0601
	Fashion designers	0602
	Legal professionals	0603
	Medical professionals	0604
	Nursing Homes	0605
	Specialty hospitals	0606
	Others	0607
(7) Service Sector	Advertisement agencies	0701
	Beauty Parlours	0702
	Consultancy services	0703
	Courier Agencies	0704
	Computer training/educational and coaching institutes	0705
	Forex Dealers	0706
	Hospitality services	0707
	Hotels	0708
	I.T. enabled services, BPO service providers	0709
	Security agencies	0710
	Software development agencies	0711
	Transporters	0712
	Travel agents, tour operators	0713
	Others	0714
(8) Financial Service Sector	Banking Companies	0801
	Chit Funds	0802
	Financial Institutions	0803
	Financial service providers	0804
	Leasing Companies	0805
	Money Lenders	0806
	Non-Banking Finance Companies	0807
	Share Brokers, Sub-brokers, etc.	0808
	Others	0809
(9) Entertainment Industry	Cable T.V. productions	0901
	Film distribution	0902
	Film laboratories	0903
	Motion Picture Producers	0904
	Television Channels	0905
	Others	0906

- (iii) In Schedule SI, the codes for the sections which prescribe special rates of tax for the income mentioned therein are as under:-

Sl. No.	Nature of income	Section	Rate of tax	Section code
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1.	Tax on accumulated balance of recognised provident fund	111	To be computed in accordance with rule 9(1) of Part A of fourth Schedule	1
2.	Short term capital gains	111A	15	1A
3.	Long term capital gains (with indexing)	112	20	21
4.	Long term capital gains (without indexing)	112	10	22
5.	Dividends, interest and income from units purchase in foreign currency	115A(1)(a)	20	5A1a
6.	Income from royalty or technical services where agreement entered between 31.3.1961 to 31.3.1976 in case of royalty and between 29.2.1964 and 31.3.1976, and agreement is approved by the Central Government.	Paragraph EII of Part I of first schedule of Finance Act	50	FA
7.	Income from royalty & technical services	115A(1)(b) if agreement is entered on or before 31.5.1997	30	5A1b1
8.	Income from royalty & technical services	115A(1)(b) if agreement is entered on or after 31.5.1997 but before 1.6.2005	20	5A1b2
9.	Income from royalty & technical services	115A(1)(b) if agreement is on or after 1.6.2005	10	5A1b3
10.	Income received in respect of units purchase in foreign currency by a off-shore fund	115AB(1)(a)	10	5AB1a
11.	Income by way of long-term capital gains arising from the transfer of units purchase in foreign currency by a off-shore fund	115AB(1)(b)	10	5AB1b
12.	Income from bonds or GDR purchases in foreign currency or capital gains arising from their transfer in case of a non-resident	115AC(1)	10	5AC
13.	Income from GDR purchased in foreign currency or capital gains arising from their transfer in case of a resident	115ACA(1)	10	5ACA
14.	Profits and gains of life insurance business	115B	12.5	5B
15.	Winnings from lotteries, crosswords puzzles, races including horse races, card games and other games of any sort or gambling or betting of any form or nature whatsoever	115BB	30	5BB
16.	Tax on non-residents sportsmen or sports associations	115BBA	10	5BBA
17.	Tax on income from units of an open – ended equity oriented fund of the Unit Trust of India or of Mutual Funds	115BBB	10	5BBB
18.	Anonymous donations	115BBC	30	5BBC
19.	Investment income	115E(a)	20	5Ea
20.	Income by way of long term capital gains	115E(b)	10	5Eb
21.	Double Taxation Agreement			DTAA

- (iii) In Schedule AIR, the details of following transactions, if any, entered by you during the financial year 2008-09 are to be entered. (If a transaction is not entered, please leave blank the relevant column in this item).

Sl.No.	Code	Nature of transaction
1.	001	Cash deposits aggregating to ten lakh rupees or more in a year in any savings account by you maintained in a banking company to which the Banking Regulation Act, 1949 (10 of 1949), applied (including any bank or banking institution referred to in section 51 of that Act)
2.	002	Payment made by you against bills raised in respect of a credit card aggregating to two lakh rupees or more in a year.
3.	003	Payment made by you of an amount of two lakh rupees or more for purchase of units of Mutual Fund.
4.	004	Payment made by you of an amount of five lakh rupees or more for acquiring bonds or debentures issued by a company or institution.

5.	005	Payment made by you of an amount of one lakh rupees or more for acquiring shares issued by a company.
6.	006	Purchase by you of any immovable property valued at thirty lakh rupees or more.
7.	007	Sale by you of any immovable property valued at thirty lakh rupees or more.
8.	008	Payment made by you of an amount of five lakh rupees or more in a year for investment in bonds issued by Reserve Bank of India.

0. BRIEF SCHEME OF THE LAW- Before filling out the form, you are advised to read the following-

(1) Computation of total income

- (a) "Previous year" is the financial year (1st April to the following 31st March) during which the income in question has been earned. "Assessment Year" is the financial year immediately following the previous year.
- (b) Total income is to be computed as follows, in the following order:
 - (i) Classify all items of income under the following **heads of income**-
(A) Salaries; (B) "Income from house property"; (C) "Profit and gains from business or profession"; (D) "Capital gains"; and (E) "Income from other sources". [There may be no income under one or more of the heads at (A), (B), (D) and (E)].
 - (ii) Compute taxable income of the current year (i.e., the previous year) under each head of income separately in the Schedules which have been structured so as to help you in making these computations as per provisions of the Income-tax Act. These statutory provisions decide what is to be included in your income, what you can claim as an expenditure or allowance and how much, and also what you cannot claim as an expenditure/allowance.
 - (iii) Set off current year's headwise loss(es) against current year's headwise income(s) as per procedures prescribed by the law. A separate Schedule is provided for such set-off.
 - (iv) Set off, as per procedures prescribed by the law, loss(es) and/or allowance(s) of earlier assessment year(s) brought forward. Also, compute loss(es) and/or allowance(s) that could be set off in future and is (are) to be carried forward as per procedures prescribed by the law. Separate Schedules are provided for this.
 - (v) Aggregate the headwise end-results as available after (iv) above; this will give you "gross total income".
 - (vi) From gross total income, subtract, as per procedures prescribed by the law, "deductions" mentioned in Chapter VIA of the Income-tax Act. The result will be the total income. Besides, calculate agricultural income for rate purposes.

(2) Computation of income-tax, surcharge, education cess including secondary and higher education cess and interest in respect of income chargeable to tax

- (a) Compute income-tax payable on the total income. Special rates of tax are applicable to some *specified* items. Include agricultural income, as prescribed, for rate purposes, in the tax computation procedure..
- (b) Add surcharge as prescribed by the law on the above tax payable.
- (c) Add Education cess including secondary and higher education cess as prescribed on the tax payable plus surcharge.
- (d) Claim relief(s) as prescribed by the law, on account of arrears or advances of salary received during the year or of double taxation and calculate balance tax and surcharge payable.
- (e) Add interest payable as prescribed by the law to reach total tax, surcharge and interest payable.
- (f) Deduct the amount of prepaid taxes, if any, like "tax deducted at source", "advance-tax" and "self-assessment-tax". The result will be the tax payable (or refundable).

(3) Obligation to file return

- (a) Every individual and HUF has to furnish the return of his income if his total income before allowing deductions under section 10A or section 10B or section 10BA or Chapter VI-A (i.e., if his gross total income referred to in item 10 of Part B-TI as increased by item 6 of Schedule 10A, item f of Schedule 10A and item f of Schedule 10A of this Form) exceeds the maximum amount which is not chargeable to income tax [Rs. 1,50,000/- in case of individuals below the age of 65 years (other than women) and HUF, Rs. 1,80,000/- in case of women below the age of 65 years, and Rs. 2,25,000/- in case of individuals who are of the age of 65 years or more at any time during the financial year 2008-09].
- (b) The losses, if any, (item-15 of Part B-TI of this Form) shall not be allowed to be carried forward unless the return has been filed on or before the due date.
- (c) The deduction under sections 10A, 10B, 80-IA, 80-IAB, 80-IB and 80-IC shall not be allowed unless the return has been filed on or before the due date.

1. SCHEME OF THE FORM

The Scheme of this form follows the scheme of the law as outlined above in its basic form. The Form has been divided into two parts. It also has thirty-two schedules. The details of these parts and the schedules are as under:-

- (i) Part-A has five sub-divisions as under-
 - a. Part A-GEN mainly seeks general information requiring identificatory and other data;
 - b. Part A-BS seeks the balance sheet as on 31st March, 2009;
 - c. Part A-P&L seeks information regarding the Profit and loss account for the financial year 2008-09;

- d. Part A-OI seeks other information. It is optional in a case not liable for audit under section 44AB
- e. Part A-QD seeks information regarding quantitative details of the principal item of goods traded. It is optional in a case not liable for audit under section 44AB.
- (ii) The second part, i.e, Part-B is regarding an outline of the total income and tax computation in respect of income chargeable to tax..
- (iii) After Part B, there is –
 - (a) a space for giving details of the transmission of the data of the form if the form has been furnished in accordance with the manner mentioned at instruction No.5(iii).
 - (b) a space for a statutory verification.,
 - (c) A space for filling the details if the return has been prepared by a Tax Return Preparer.
- (iv) On pages 6 to 20, there are 32 schedules details of which are as under-
 - (a) Schedule-S: Computation of income under the head Salaries.
 - (b) Schedule-HP: Computation of income under the head Income from House Property
 - (c) Schedule-BP: Computation of income under the head “profit and gains from business or profession”
 - (d) Schedule-DPM: Computation of depreciation on plant and machinery under the Income-tax Act
 - (e) Schedule DOA: Computation of depreciation on other assets under the Income-tax Act
 - (f) Schedule DEP: Summary of depreciation on all the assets under the Income-tax Act
 - (g) Schedule DCG: Computation of deemed capital gains on sale of depreciable assets
 - (h) Schedule ESR: Deduction under section 35 (expenditure on scientific research)
 - (i) Schedule-CG: Computation of income under the head Capital gains.
 - (j) Schedule-OS: Computation of income under the head Income from other sources.
 - (k) Schedule-CYLA: Statement of income after set off of current year’s losses
 - (l) Schedule-BFLA: Statement of income after set off of unabsorbed loss brought forward from earlier years.
 - (m) Schedule- CFL: Statement of losses to be carried forward to future years.
 - (n) Schedule- 10A: Computation of deduction under section 10A
 - (o) Schedule- 10AA: Computation of deduction under section 10AA
 - (p) Schedule- 10B: Computation of deduction under section 10B
 - (q) Schedule- 10BA: Computation of deduction under section 10BA
 - (r) Schedule- 80G: Details of donation entitled for deduction under section 80G
 - (s) Schedule- 80IA: Computation of deduction under section 80IA
 - (t) Schedule- 80IB: Computation of deduction under section 80IB
 - (u) Schedule- 80IC / 80-IE: Computation of deduction under section 80IC / 80-IE.
 - (v) Schedule- VIA: Statement of deductions (from total income) under Chapter VIA.
 - (w) Schedule SPI: Statement of income arising to spouse/ minor child/ son’s wife or any other person or association of persons to be included in the income of assessee in Schedules-HP, BP, CG and OS.
 - (x) Schedule-SI: Statement of income which is chargeable to tax at special rates
 - (y) Schedule-IF: Information regarding partnership firms in which assessee is a partner
 - (z) Schedule-EI: Statement of Income not included in total income (exempt incomes)
 - (aa) Schedule-AIR: Information regarding transactions which are reported through Annual Information Return under section 285BA.
 - (bb) Schedule-IT: Statement of payment of advance-tax and tax on self-assessment.
 - (cc) Schedule-TDS1: Statement of tax deducted at source on salary.
 - (dd) Schedule-TDS2 : Statement of tax deducted at source on income other than salary.
 - (ee) Schedule-TCS: Statement of tax collected at source

2. GUIDANCE FOR FILLING OUT PARTS AND SCHEDULES

(1) General

- (i) All items must be filled in the manner indicated therein; otherwise the return maybe liable to be held defective or even invalid.
- (ii) If any schedule is not applicable score across as “---NA---”.
- (iii) If any item is inapplicable, write “NA” against that item.
- (iv) Write “Nil” to denote nil figures.
- (v) Except as provided in the form, for a negative figure/ figure of loss, write “-” before such figure.
- (vi) All figures should be rounded off to the nearest one rupee. However, the figures for total income/ loss and tax payable be finally rounded off to the nearest multiple of ten rupees.

(2) Sequence for filling out parts and schedules

- (i) Part A
- (ii) Schedules
- (iii) Part B
- (iv) Verification
- (v) Details relating to TRP and counter signature of TRP if return is prepared by him.

3. PART A-GEN

Most of the details to be filled out in Part-Gen of this form are self-explanatory. However, some of the details mentioned below are to be filled out as explained hereunder:-

- (a) e-mail address and phone number are optional;
- (b) In case of an individual, for “employer category”, Government category will include Central Government/ State Governments employees. PSU category will include public sector companies of Central Government and State Government;
- (c) The code for sections under which the return is filed be filled as per code given in instruction No.9(i).
- (d) In case the return is being filed by you in a representative capacity, please ensure to quote your PAN in item “PAN of the representative assessee”. In case the PAN of the person being represented is not known or he has not got a PAN in India, the item for PAN in the first line of the return may be left blank. It may please be noted that in the first line of this form, the name of the person being represented be filled.

4. PART A-BS AND PART A-P&L

- (a) The Balance Sheet as on 31st March, 2009 and the profit and loss account for financial year 2008-09 in the formats provided in these parts have to be filled in respect of proprietary business or profession carried out by you during the financial year 2008-09 if you were required to maintain accounts of the business or profession during the year.
- (b) If the matters other than proprietary business are not being accounted for in the books of the proprietary business or profession, these need not to be included in the balance sheet and profit and loss account to be filled in this Part.
- (c) In case, accounts of the business or profession were required to be audited, the items of balance sheet and profit and loss account filled in these parts should broadly match with the audited balance sheet and profit and loss account.
- (d) In case, you were not required to maintain accounts of the business or profession during the year, please fill out the details mentioned in these parts against portion ‘No account case’.

5. PART A- OI AND PART A-QD

- (a) If the accounts of the business or profession were not required to be audited under section 44AB, it is optional to fill these parts.
- (b) Where the accounts of the business or profession were required to be audited under section 44AB, the details to be filled in these parts which are also required to be reported in the report of audit by the auditors, should broadly match with the details as given in the report of audit.
- (c) Purchases are to be shown exclusive of taxes and the details of taxes paid on the purchases are to be indicated separately in the relevant rows. However, where it is not possible to segregate the details of the different taxes paid on the purchases, the same may be included and shown in the details of purchases.
- (d) In Part A-QD, the quantitative details may be furnished only in respect of principal items.

6. SCHEDULES

(a) Schedule-S -

In case there were more than one employer during the year, please give the details of the last employer. Further, in case, there were more than one employer simultaneously during the year, please furnish the details of the employer you have got more salary. Fill the details of salary as given in TDS certificate(s) (Form 16) issued by the employer(s). However, if the income has not been computed correctly in Form No. 16, please make the correct computation and fill the same in this item. Further, in case there were more than one employer during the year, please furnish in this item the details in respect of total salaries from various employers.

(b) Schedule-HP,-

In case, a single house property is owned by the assessee which is self-occupied and interest paid on the loan taken for the house property is to be claimed as a deduction. This schedule needs to be filled up. If there are more than three house properties, the details of remaining properties be filled in a separate sheet in the format of this Schedule. and attach this sheet with this return. The results of the income/ loss derived from all the properties have to be filled in last row of this Schedule. Following points also need to be clarified,-

- (i) Annual lettable value means the amount for which the house property may reasonably be expected to let from year to year, on a notional basis: Deduction for taxes paid to local authority shall be available only if the property is in the occupation of a tenant, and such taxes are borne by the assessee and not by the tenant and have actually been paid during the year.
- (ii) Deduction is available for unrealized rent in the case of a let-out property. If such a deduction has been taken in an earlier assessment year, and such unrealized rent is actually received in the assessment year in question, the unrealized rent so received is to be shown in item 4a of this Schedule.
- (iii) Item 4b of this Schedule relates to enhancement of rent with retrospective effect. Here mention back years’ extra rent received thereon, and claim deduction @ 30% of such arrear rent received.

(c) Schedule-BP,-

- (i) The computation in this schedule has to be started on the basis of profit before tax as shown in item 43 of Part-A- P&L.
- (ii) In case any item of addition or deduction not covered by the items mentioned in this schedule be filled in residual items 21 and 26 of this schedule.
- (iii) In case accounts of business or profession are not maintained, the profit as entered into by you in item 50d of Part A-P&L.

- (iv) In case, agricultural income to be excluded on the basis of rule 7A, 7B or 7C (in business of growing and manufacturing tea, coffee etc), it shall not be included in the item 5c of this schedule.
- (v) In A-37, net profit or loss from business or profession is to be computed, only in special cases, e.g. business of growing and manufacturing tea, coffee, etc., where rules 7A, 7B or 7C is applicable otherwise, the figure of profit/ loss as computed in A-36 may be entered.
- (vi) Income earned by the assessee by way of salary, commission, bonus, interest, etc. from other firms as if in the capacity of a partner, which has not been included in the profit and loss account of the proprietary business needs to be disclosed in item No. A23 in Schedule BP.
- (vii) Item C of this schedule computes the total of profit or loss from business or profession (other than speculative business and profit or loss from speculative business) (item A37 + item B41). Please note that if balance in item B41 in respect of speculative business is a loss, same shall not be set-off against profit from non-speculative business. In such situation, only the figures of item A37 be entered in item C.

(d) Schedule-DPM, Schedule DOA, Schedule DEP and Schedule DCG, -

For sake of convenience, computation of depreciation allowable under the Income-tax Act [other than in case of an undertaking generating electricity which may at its option claim depreciation on straight line method under section 32(1)(i)], has been divided into two parts i.e. in schedules DPM (depreciation on plant and machinery) and DOA (depreciation on other assets). The summary of depreciation as per these schedules has to be shown in schedule DEP. Deemed short term capital gain, if any as computed in schedule DPM and DOA has to be entered into schedule DCG.

(e) Schedule ESR: Deduction under section 35 (expenditure on scientific research), -

In column (2) of this schedule, please furnish the details of deduction to which you are entitled under provisions of this section. In column (1), please enter the amounts of expenses of the nature covered by section 35 which are, if, debited to profit and loss account. Please note that no deduction for depreciation is available in respect of capital asset for which deduction under section 35(1)(iv) has been claimed.

(f) Schedule-CG,-

- (i) If more than one short-term capital asset has been transferred, make the combined computation for all the assets. Similarly, make the combined computation for all the assets if more than one long-term capital asset has been transferred.
- (ii) For computing long-term capital gain, cost of acquisition and cost of improvement may be indexed, if required, on the basis of following cost inflation index notified by the Central Government for this purpose.

Sl.No.	Financial Year	Cost Inflation Index	Sl.No.	Financial Year	Cost Inflation Index
1.	1981-82	100	15.	1995-96	281
2.	1982-83	109	16.	1996-97	305
3.	1983-84	116	17.	1997-98	331
4.	1984-85	125	18.	1998-99	351
5.	1985-86	133	19.	1999-00	389
6.	1986-87	140	20.	2000-01	406
7.	1987-88	150	21.	2001-02	426
8.	1988-89	161	22.	2002-03	447
9.	1989-90	172	23.	2003-04	463
10.	1990-91	182	24.	2004-05	480
11.	1991-92	199	25.	2005-06	497
12.	1992-93	223	26.	2006-07	519
13.	1993-94	244	27.	2007-08	551
14.	1994-95	259	28.	2008-09	582

- (iii) Sections 54/54B/54D/54EC/ 54F/54G/54GA mentioned in this schedule provides exemption on capital gains subject to fulfillment of certain conditions. Exemption under some of these sections is available only in respect of long-term capital gains. Therefore, please ensure that you are claiming the benefit of any of these sections correctly in accordance with the provisions of law.
- (iv) Item C of this Schedule computes the total of short-term capital gain and long-term capital gain (item A6 + item B6). Please note that if balance in item B6 in respect of long-term capital gain is a loss, same shall not be set-off against short-term capital gain. In such situation, the figure of item B6 would be entered as 0 and then the figures of item A6 be added in item C.

(g) Schedule-OS,-

- (i) Against item 1a and 1b, enter the details of gross income by way of dividend and interest which is not exempt.
- (ii) Against item 1c, indicate the gross income from machinery, plant or furniture let on hire and also such income from building where its letting is inseparable from the letting of the said machinery, plant or furniture, if it is not chargeable to income-tax under the head "Profits and gains of business or profession".

- (iii) Income from owning and maintaining race horses is to be computed separately as loss from owning and maintaining race horses cannot be adjusted against income from any other source, and can only be carried forward for set off against similar income in subsequent years.
 - (A) (iv) Winnings from lotteries, crossword puzzles, races, etc., are subject to special rates of tax; hence a separate item is provided and the income from these can not be adjusted against the losses arising under the head Income from other sources.
 - (v) Item 5 of this Schedule computes the total income chargeable under the head "Income from other sources" (item 1g + item 2 + item 3 + item 4c). If balance in item 4c from owning and maintaining race horses is a loss, please enter 0 and enter the total of item 3 in item 5 only.
- (h) **Schedule-CYLA,-**
- (i) Mention only positive incomes of the current year in column 1, headwise, in the relevant rows.
 - (ii) Mention total current year's loss(es), if any, from house property, business or profession and other sources (other than losses from race horses) in the first row against the heading loss to be adjusted under the respective head. These losses are to be set off against income under other heads in accordance with the provisions of section 71. The amount set off against the income of respective heads has to be entered into in columns 2, 3 and 4, in the relevant rows.
 - (iii) Mention the end-result of the above inter-head set-off(s) in column 5, headwise, in relevant rows.
 - (iv) Total of loss set off out of columns 2, 3 and 4 have to be entered into row vii.
 - (v) The losses remaining for set off have to be entered in row viii.
- (i) **Schedule-BFLA,-**
- (i) Mention only positive incomes of the current year (after set-off of loss in Schedule-CYLA in column 1, headwise in relevant rows.
 - (ii) The amount of brought forward losses which may be set off are to be entered in column 2 in respective rows.
 - (iii) The end result of the set off will be entered in column 3 in respective heads. The total of column 3 shall be entered in row viii which shall give the amount of **gross total income**.
 - (iv) The total amount of brought forward losses set off during the year shall be entered in column 2 of row vii.
- (j) **Schedule-CFL,-**
- (i) In this Schedule, the summary of losses carried from earlier years, set off during the year and to be carried forward for set off against income of future years is to be entered.
 - (ii) The losses under the head "house property", "profit and gains of business or profession" short term capital loss and long term capital loss, are allowed to be carried forward for 8 years. However, loss from owning and maintaining race horses can be carried forward only for 4 assessment years.
- (k) **Schedule- 10A,-**
- (i) If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
 - (ii) The amount of deduction under this section for an undertaking shall be as per item 17 of Form No.56F being the report of audit under section 10A.
- (l) **Schedule-10AA,-**
- If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
- (m) **Schedule-10B,-**
- (i) If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
 - (ii) The amount of deduction under this section for an undertaking shall be as per item 17 of Form No.56G being the report of audit under section 10B.
- (n) **Schedule- 10BA,-**
- (i) If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.
 - (ii) The amount of deduction under this section for an undertaking shall be as per item 15 of Form No.56H being the report of audit under section 10BA.
- (o) **Schedule- 80G,-**
- (i) In this Schedule, the details of donation given by you which are entitled for deduction under section 80G have to be filled.
 - (ii) In Part-A of this Schedule, the details of donations which are entitled for 100% deduction are to be filled in. Section 80G(1)(i) read with section 80G(2) contains the list of funds/ institutions donations to which are eligible for 100% deduction in hands of the donar.
 - (iii) In Part-B of this Schedule, the details of donations which are entitled for 50% deduction are to be filled in where such donations have been given to the funds/ institutions which are not required to be approved by an authority for this purpose. Section 80G(1)(i) read with section 80G(2) also contains the list of such funds/ institutions.

- (iv) In Part-C of this Schedule, the details of donations to the funds/ institutions which are approved by the Commissioner of Income-tax for this purpose.
- (v) Where the aggregate donations referred to in Part-C and donations referred to in sub-clauses (v), (vi), (via) and (vii) of clause (a) and in clauses (b) and (c) of section 80G(2) exceeds 10% of total income (before deduction under other provisions of Chapter VI-A), the excess amount shall be ignored for purpose of computing deduction under section 80G.
- (p) **Schedule- 80IA, Schedule- 80IB, Schedule- 80IC and Schedule-80-IE -**
 - (i) If there are more than one undertaking entitled for deduction under any of these sections, please enter the details of deduction in relevant schedule for each undertaking separately.
 - (ii) The amount of deduction for an undertaking shall be as per item 30 of Form No.10CCB being the report of audit under section 80-IA/ 80-IB/ 80-IC and 80-IE.
- (q) **Schedule-VIA,-**
 - (i) The total of the deductions allowable is limited to the amount of gross total income. For details of deductions allowable, the provisions of the Chapter VI-A may kindly be referred to.
 - (ii) For deductions under sections 80-IA, 80-IB, 80-IC and 80-IE the amount as shown in Schedules 80-IA, 80-IB and 80-IC be filled. The amount of deduction to be claimed under section 80-ID may be shown in this Schedule itself.
 - (iii) Details of other deductions which are available are as under:-
 - (i) Section 80C (Some of the major items for deduction under this section are- amount paid or deposited towards life insurance, contribution to Provident Fund set up by the Government, recognised Provident Fund, contribution by the assessee to an approved superannuation fund, subscription to National Savings Certificates, tuition fees, payment/ repayment for purposes of purchase or construction of a residential house and many other investments)(for full list, please refer to section 80C of the Income-tax Act) (Please note that as provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and 80CCD shall not exceed one lakh rupees).
 - (ii) Section 80CCC (Deduction in respect of contributions to certain pension funds).
 - (iii) Section 80CCD (Deduction in respect of contributions to pension scheme of Central Government)
 - (iv) Section 80D (Deduction in respect of Medical Insurance Premium)
 - (v) Section 80DD (Deduction in respect of maintenance including medical treatment of dependent who is a person with disability)
 - (vi) Section 80DDB (Deduction in respect of medical treatment, etc.)
 - (vii) Section 80E (Deduction in respect of interest on loan taken for higher education)
 - (viii) Section 80G (Deduction in respect of donations to certain funds, charitable institutions, etc.)
 - (ix) Section 80GG (Deduction in respect of rents paid)
 - (x) Section 80GGC (Deduction in respect of contributions given by any person to political parties)
 - (xi) Section 80JJA (Deduction in respect and gains from business of collecting and processing of bio-degradable waste)
 - (xii) Section 80QQB (Deduction in respect of royalty income, etc., of authors of certain books other than text books)
 - (xiii) Section 80RRB (Deduction in respect of royalty on patents)
 - (xiv) Section 80U (Deduction in case of a person with disability)
- (r) **Schedule-SPI,-**
 - (i) Furnish the details of income of spouse, minor child, etc., if to be included in your income in accordance with provisions of Chapter V of the Income-tax Act.
 - (ii) The income entered into this Schedule has to be included in the respective head.
 - (iii) Section 10(32) provides exemption to extent of Rs. 1,500/- in respect of minor's income for the purpose of clubbing. Therefore, exclude Rs. 1,500/- from the income of the minor while clubbing the income of the minor in the respective head. However, if income of the minor is to be clubbed in various heads, total exclusion should not exceed Rs. 1,500/-.
- (s) **Schedule-SI,-**

Mention the income included in total income which is chargeable to tax at special rates. The codes for relevant section and special rate of taxes are given in Instruction No.9(iii).
- (t) **Schedule-IF,-**
 - (i) This Schedule has to be filled for each firm in which you are partner.
 - (ii) In case you are partner in more than 5 firms, a separate sheet may be enclosed giving the details in same format.
 - (iii) In column 1 of the Schedule, furnish the name of the firm and in column 2 furnish the PAN No. of the firm in which the assessee is a partner. In column 3 and 4, the percentage share and amount of share in the profit of the firm as computed in accordance with the provisions of the Income-tax Act. Such share is exempt from tax in hands of the partner.
 - (iv) In column 5, please furnish the amount of capital balance (including the capital on which you are entitled for an interest) in the firm in which you are partner.
- (u) **Schedule-EI,-**

Furnish the details of income like agriculture income, interest, dividend, etc. which is exempt from tax.

(v) **Schedule-AIR, -**

In this Schedule, please fill out the details as explained in Instruction No.9(iii);

(w) **Schedule-IT,-**

- (i) In this schedule, fill out the details of payment of advance income-tax and income-tax on self-assessment.
- (ii) The details of BSR Code of the bank branch (7 digits), date of deposit, challan serial no., and amount paid should be filled out from the acknowledgement counterfoil.

(x) **Schedules-TDS1 and TDS2,-**

- (i) In these Schedules fill the details of tax deducted on the basis of TDS certificates(Form 16 or Form No.16A) issued by the deductor(s).
- (ii) Details of each certificate are to be filled separately in the rows. In case rows provided in these Schedules are not sufficient, please attach a table in same format.
- (iii) It may please be noted that the TDS certificates are not to be annexed with the Return Form.
- (iv) In order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes deducted or collected at source, the taxpayer must ensure to quote the **Unique Transaction Number** (UTN) in respect of every TDS transaction. In general the UTN would be printed on the TDS certificate issued by the deductor. However, in case it is not available on the certificate, the taxpayer should separately obtain the UTN either from the deductor or from the website of National Securities Depository Limited (NSDL) at <http://www.tin-nsdl.com>.

(y) **Schedule TCS,-**

- (i) In this Schedule, fill the details of tax collected at source on the basis of TCS certificates (Form No. 27D) issued by the Collector.
- (ii) In case rows provided in these Schedules are not sufficient, please attach a table in same format.
- (iii) It may please be noted that the TDS certificates are not to be annexed with the Return Form.
- (iv) In order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes collected at source, the taxpayer must ensure to quote the **Unique Transaction Number** (UTN) in respect of every TCS transaction. In general the UTN would be printed on the TCS certificate issued by the collector. However, in case it is not available on the certificate, the taxpayer should separately obtain the UTN either from the collector or from the website of National Securities Depository Limited (NSDL) at <http://www.tin-nsdl.com>.

7. PART B-TI-COMPUTATION OF TOTAL INCOME

- (i) In this part the summary of income computed under various heads and as set off in Schedule CFLA and Schedule BFLA is to be entered.
- (ii) Every entry which have to be filled on basis of Schedules have been cross referenced and hence doesn't need any further clarification.

8. PART B-TI-COMPUTATION OF TAX LIABILITY ON TOTAL INCOME

- (a) in item 1a , fill the details of gross tax liability to be computed at the applicable rate. The tax liability has to be computed at the rates given as under:-

- (i) In case of **individuals (other than women and individuals who are of the age of 65 years or more at any time during the financial year 2008-09) -**

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 1,50,000	Nil
Between Rs. 1,50,001 - Rs. 3,00,000	10% of income in excess of Rs. 1,50,000
Between Rs. 3,00,001 – Rs. 5,00,000	Rs. 15,000 + 20% of income in excess of Rs. 3,00,000
Above Rs.5,00,000	Rs. 55,000 + 30% of income in excess of Rs. 5,00,000

- (ii) In case of **women (other than women who are of the age of 65 years or more at any time during the financial year 2008-09) -**

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 1,80,000	Nil
Between Rs. 1,80,001 - Rs. 3,00,000	10% of income in excess of Rs. 1,80,000
Between Rs. 3,00,001 – Rs. 5,00,000	Rs. 12,000 + 20% of income in excess of Rs. 3,00,000
Above Rs.5,00,000	Rs. 52,000 + 30% of income in excess of Rs. 5,00,000

- (iii) In case of **individuals who are of the age of 65 years or more at any time during the financial year 2008-09-**

Income (In Rs.)	Tax Liability (In Rs.)
Upto Rs. 2,25,000	Nil
Between Rs. 2,25,001 – Rs. 3,00,000	10% of income in excess of Rs. 2,25,000
Between Rs. 3,00,001 – Rs. 5,00,000	Rs. 7,500 + 20% of income in excess of Rs. 3,00,000
Above Rs.5,00,000	Rs. 47,500 + 30% of income in excess of Rs. 5,00,000

- (b) In **item 2**, fill the details of surcharge at the rate of ten per cent of item No.1c, if the total income as per item No.11 of Part-B-TI exceeds ten lakh rupees. However, such surcharge shall not exceed the amount being the difference of total income and ten lakh rupees.

- (c) In **item No. 3**, calculate the education cess including secondary and higher education at the rate of three per cent of [item No.1c+ item No. 2]
- (d) In **item No. 5a**, claim the relief if any allowable under section 89 in respect of arrears or advances of salary received during the year.
- (e) In **item 11b**, please furnish the details in accordance with Form 16 issued by the employer(s) in respect of salary income and Form 16A issued by any other person in respect of other income and Form 27D as entered in Schedules TDS-1, TDS-2 and TCS.
- (f) **item 16**- Please quote the MICR code of the bank if you desire to receive the refund through electronic clearing system (ECS). However, it may not be possible to issue the refund in all cases through ECS since the ECS facility is not available across the country.

9. VERIFICATION

- (a) In case the return is to be furnished in a paper format or electronically under digital signature or in a bar coded return format, please fill up the required information in the Verification. Strike out whatever is not applicable. Please ensure that the verification has been signed before furnishing the return. Write the designation of the person signing the return.
- (b) In case the return is to be furnished electronically in the manner mentioned in instruction no. 5(iii), please fill verification form (Form ITR-V)
- (c) Please note that any person making a false statement in the return or the accompanying schedules shall be liable to be prosecuted under section 277 of the Income-tax Act, 1961 and on conviction be punishable under that section with rigorous imprisonment and with fine.

10. DETAILS REGARDING TAX RETURN PREPARER (TRP)

- (a) This return can be prepared by a Tax Return Preparer (TRP) also in accordance with the Tax Return Preparer Scheme, 2006 dated 28th November, 2006.
- (b) If the return has been prepared by him, the relevant details have to be filled by him in item No.18 below verification and the return has to be countersigned by him in the space provided in the said item.
- (c) The Tax Return Preparer is entitled to a maximum fees of Rs. 250/- from the taxpayer. TRP is also entitled to a reimbursement from the Government for following three years as under: -
 - (i) 3 per cent of the tax paid on the income declared in the return for the first eligible assessment year (first eligible assessment year means the assessment year if no return has been furnished for at least three assessment years preceding to that assessment year);
 - (ii) 2 per cent of the tax paid on the income declared in the return for the second eligible assessment year (second eligible assessment year means the assessment year immediately following the first eligible assessment year);
 - (iii) 1 per cent of the tax paid on the income declared in the return for the third eligible assessment year (third eligible assessment year means the assessment year immediately following the second eligible assessment year);
- (d) For these three eligible assessment years, the TRP will be eligible for the fee from the taxpayer to the extent of the amount by which Rs. 250/- exceeds the amount of reimbursement receivable by him from the Government.