

# Instructions for filling ITR-3 (AY 2017-18)

## 1. General Instructions

These instructions are guidelines for filling the particulars in Income Tax Return (ITR) 3. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

### 1.1. Assessment Year for which this ITR is applicable

This ITR is applicable for Assessment Year 2017-18 only, i.e. it relates to income earned in Financial Year 2016-17.

### 1.2. Who can e-File this ITR

Who Can Use ITR 3	
This ITR is to be used by:	
✓ An individual or a Hindu Undivided Family carrying out a proprietary business or profession	

### 1.3. Manner of filing this ITR

This ITR can be e-Filed with the Income Tax Department in any of the below manner-

Mode	Applicability	Manner
e-Filing	Where the books of accounts are required to be audited under section 44AB	Using Digital Signature
	Where the books of accounts are not required to be audited under section 44AB	(i) Using Digital Signature (ii) Using Electronic Verification Code (iii) Using ITR-V

If the ITR is e-Filed by opting for ITR-V, then the assessee should take a print of ITR-V, sign it and send by post to - Post Bag No. 1, Electronic City Office, Bengaluru— 560 500, Karnataka.

### 1.4. Obligation to file return

Every individual or HUF whose total income before allowing deductions under Chapter VI-A of the Income-tax Act, exceeds the maximum amount which is not chargeable to income tax is obligated to furnish his return of income. The maximum amount not chargeable to income tax in case of different categories of individuals is as follows

S.No.	Category	Amount (in ₹)
(i)	In case of individuals below the age of 60 years (Resident/Non-Resident)	2,50,000
(ii)	In case of Resident individuals, who are of the age of 60 years or more at any time during the financial year 2016-17	3,00,000
(iii)	in case of Resident individuals, who are of the age of 80 years or more at any time during the financial year 2016-17	5,00,000

## 2. How to fill the ITR

### 2.1. Part A – General Information

Under Personal Information, the details of the assessee such as PAN, Name, Address details, Contact details and relevant information for determining the assessee's tax profile shall be captured.

S.No.	Field	Description	Validation
1	Name	Name should match with the assessee's PAN records and should be entered in below format. → First Name → Middle Name → Last Name	Mandatory
2	PAN	Enter your Permanent Account Number.	Mandatory
3	Date of Birth	Enter the Date of Birth as per your PAN card in DD/MM/YYYY format	Mandatory
4	Status	Select the applicable option from the below list; ✓ I-Individual ✓ H-HUF	Mandatory
5	Address	Enter the latest address for communication in below format. → Flat/Door/Block No. → Name of Premises/Building/Village (If available) → Road/Street/Post Office (If available) → Area/locality → Town/City/District → State → Country → Pin Code → Zip Code (If Country is other than "India")	Mandatory
6	Sex	Select the applicable option from the below list; ✓ M-Male ✓ F-Female	Mandatory
7	Employer Category	Select the applicable option from the below list; ✓ Government ✓ Public Sector Unit ✓ Others ✓ Not Applicable	Mandatory
8	Income Tax Ward / Circle	Enter your Ward/Circle.  <u>Example:</u> Ward 15(1), Circle 14(1). You may also enter the complete Assessing Officer's Code, if available.	Mandatory
9	Mobile Number 1	Enter your valid Mobile number.	Mandatory
10	Email Address	Enter your valid Email Address. This is important for faster communication from/with the department.	Mandatory
11	Aadhaar Number / Aadhaar Enrolment Id	Enter the 12 digit Aadhaar Number. If you have applied for Aadhaar Number and is not yet allotted then enter Aadhaar Enrolment Id.  <u>This field is mandatory for assesseees other than the assesseees mentioned below:</u> (a) Residing in the States of Assam, Jammu and Kashmir and Meghalaya (b) of the age of eighty years or more at any time during the previous year 2016-17 (c) Non-Residents (d) Not a citizen of India	Conditional Mandatory
12	Return filed under section	Select the applicable option from the below list; ✓ On or before Due Date under section <b>139(1)</b> ✓ After the Due Date under section <b>139(4)</b> ✓ In response to notice under section <b>142(1)</b>	Mandatory

		<ul style="list-style-type: none"> <li>✓ In response to notice under section <b>148</b></li> <li>✓ In response to notice under section <b>153A</b></li> <li>✓ In response to notice under section <b>153C read with section 153A</b></li> <li>✓ Revised return under section <b>139(5)</b></li> <li>✓ In response to notice under section <b>139(9)</b></li> <li>✓ Modified Return under section <b>92CD</b></li> <li>✓ Return under section <b>119(2)(b)</b> [Applicable from AY 2018-19]</li> </ul>	
<b>13</b>	Whether original or revised return?	Select the applicable option from the below list; <ul style="list-style-type: none"> <li>✓ Original</li> <li>✓ Revised</li> </ul>	Mandatory
<b>14</b>	Notice Number [Where the original return filed was Defective and a notice was issued to the assessee u/s 139(9)]	If the ITR is being corrected under section 139(9), then enter the Communication Reference number having <b>23 Characters</b> .  <u>Example for Communication Reference number:</u> <b>CPC/1718/A1/01234567890</b>	Conditional Mandatory
<b>15</b>	If revised /defective /modified, then enter Receipt No	If the ITR is being filed under section 139(5) or corrected under section 139(9), then enter the <b>15 digit</b> Receipt Number of Originally filed ITR.	Conditional Mandatory
<b>16</b>	Date of filing of Original Return	If the ITR is being filed under section 139(5) or corrected under section 139(9), then enter the Date of filing of Original ITR in <b>DD/MM/YYYY</b> format.	Conditional Mandatory
<b>17</b>	If filed in response to notice u/s 139(9)/142(1)/148/153A/153C, enter the date of such notice	If the ITR is being filed in response to notice by the Income-Tax Department under section 139(9)/142(1)/148/153A/153C, then enter the Date of such notice in <b>DD/MM/YYYY</b> format.	Conditional Mandatory
<b>18</b>	Residential Status	Select the applicable option from the below list; <ul style="list-style-type: none"> <li>✓ Resident</li> <li>✓ Non Resident</li> <li>✓ Resident but not Ordinarily Resident</li> </ul> (To know about your Residential Status refer Section 6 of the Income-tax Act, 1961)	Mandatory
<b>19</b>	Do you want to claim the benefit u/s 115H (Applicable to Resident)?	Select the applicable option from the below list; <ul style="list-style-type: none"> <li>✓ Yes</li> <li>✓ No</li> </ul> This is applicable only to a Residential Individual.	Conditional Mandatory
<b>20</b>	Whether any transaction has been made with a person located in a jurisdiction notified u/s 94A of the Act?	Select the applicable option from the below list; <ul style="list-style-type: none"> <li>✓ Yes</li> <li>✓ No</li> </ul>	Mandatory
<b>21</b>	Are you governed by Portuguese Civil Code as per	Select the applicable option from the below list; <ul style="list-style-type: none"> <li>✓ Yes</li> <li>✓ No</li> </ul>	Mandatory

	section 5A?	<b>Note:</b> Exercise the option by selecting "Yes", if you are governed by Portuguese Civil Code and impacted by Section 5A of Income- Tax Act, 1961. You should enter only your share of income under Income from House Property and under Income from Other Sources. The balance share of income under these heads should be entered in the ITR of your spouse.	
<b>22</b>	Whether this return is being filed by a representative assessee?	Select the applicable option from the below list; ✓ Yes ✓ No	Mandatory
<b>23</b>	Name of the representative assessee	If "Yes" is selected above, enter the Name of the representative assessee	Conditional Mandatory
<b>24</b>	Address of the representative assessee	If "Yes" is selected above, enter the Address of the representative assessee	Conditional Mandatory
<b>25</b>	Permanent Account Number (PAN) of the representative	If "Yes" is selected above, enter the Permanent Account Number (PAN) of the representative	Non-Mandatory
<b>26</b>	In case of non-resident, is there a permanent establishment (PE) in India?	Select the applicable option from the below list; ✓ Yes ✓ No This is applicable only to a Non-Resident.	Conditional Mandatory
<b>27</b>	Are you liable to maintain accounts as per section 44AA?	Select the applicable option from the below list; ✓ Yes ✓ No	Mandatory
<b>28</b>	Are you liable for audit under section 44AB?	Select the applicable option from the below list; ✓ Yes ✓ No	Mandatory
<b>29</b>	If (b) is Yes, whether the accounts have been audited by an accountant?	Enter the audit details in below format. → Date of furnishing of the audit report → Name of the auditor signing the tax audit report → Membership no. of the auditor → Name of the auditor (proprietorship/ firm) → Proprietorship/firm registration number → Permanent Account Number (PAN) of the proprietorship/ firm → Date of report of the audit	Conditional Mandatory
<b>30</b>	Are you liable for Audit u/s 92E?	Select the applicable option from the below list; ✓ Yes ✓ No <b>Note:</b> If yes is selected, provide the date of audit.	Mandatory
<b>31</b>	If liable to furnish other audit report, mention the date of furnishing the audit report?	Select the applicable section from the drop down list and enter the "Date of Audit Report" in <b>DD/MM/YYYY</b> format ✓ 10(23C)(iv), ✓ 10(23C)(v), ✓ 10(23C)(vi), ✓ 10(23C)(via	Conditional Mandatory

		<ul style="list-style-type: none"> <li>✓ 10A</li> <li>✓ 10AA</li> <li>✓ 12A(1)(b)</li> <li>✓ 44DA</li> <li>✓ 50B</li> <li>✓ 80-IA</li> <li>✓ 80-IB</li> <li>✓ 80-IC</li> <li>✓ 80-ID</li> <li>✓ 80JJAA</li> <li>✓ 80LA</li> <li>✓ 115JC</li> <li>✓ 115VW</li> </ul> <p><b>Note:</b> To select more than one section code, use "Add" option</p>	
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## 2.2. Nature of Business or Profession

Select the applicable Nature of Business and enter the Trade Name. If you have multiple business or profession, then provide the details of all of them by using the "Add" option.

## 2.3. PART A - BS (Balance Sheet)

- (i) In case where regular books of accounts of the business or profession are maintained, please enter the details as per your Balance Sheet of the Proprietary Business or Profession as on 31st March, 2017 in the given format of "Source of Funds" & "Application of Funds".
- (ii) In case where regular books of accounts of the business or profession are not maintained, please enter the details of Debtors, Creditors, Stock-in-trade and Cash balance under 'No account case'.

## 2.4. PART A - P&L (Profit and Loss Account)

- (i) In case where regular books of accounts of the business or profession are maintained, please enter the details of Profit and Loss account of proprietary business or profession carried out by you during the Financial Year 2016-17.
- (ii) In case where regular books of accounts of the business or profession are not maintained, please enter the details of Gross Receipts, Gross Profit, Expenses and Net profit under 'No account case' as applicable.

## 2.5. PART A - OI (Other Information)

- If the accounts of the business or profession were not required to be audited under section 44AB, it is optional to fill this part.
- Where the accounts of the business or profession were required to be audited under section 44AB, the details to be filled in this part should broadly match with the details as given in the audit report.

## 2.6. PART A - QD (Quantitative details)

- This part is optional in case you are not liable for audit under section 44AB of the Income Tax Act, 1961.
- The quantitative details may be furnished only in respect of principal items.

## 2.7. Part B-TI Computation of Total Income

- This part will have the summary details of Income entered in all the Heads of Income, Set off of Losses, Eligible Deductions and Agricultural Income. The fields in this part are auto-populated which are non-editable.
- Every amount which will be auto-populated has been given a cross reference from respective schedules.

## 2.8. Part B-TTI-Computation of Tax Liability on Total Income

Under this section, the below details are available.

- Tax computation
- Rebate u/s 87A
- AMT Credit
- Relief u/s 89, 90, 90A and 91.

### **Note:**

Relief u/s 89 can be entered only by an individual assessee. The claim of Relief under section 89 shall be allowed only if Form 10E is e-Filed (Or Manually filed in case of paper return).

- Interest Chargeable u/s 234A, 234B, 234C.
- Summary of Tax Payments like TDS, TCS, Advance Tax and Self-Assessment Tax.
- Net Tax Payable or Net Refund receivable.
- **Bank Account Details:**
  - Provide the details of all the savings and current accounts held by you at any time during the previous year.
  - However, it is not mandatory to provide details of dormant accounts which are not operational for more than 3 years.
  - The account number should be as per Core Banking Solution (CBS) system of the bank along with a valid IFSC of the Bank Branch.
  - The amount of cash deposited during 09.11.2016 to 30.12.2016 in the said bank accounts should also be filled.
  - In case cash is deposited during 09.11.2016 to 30.12.2016 in any account other than the current and savings account (viz. loan accounts etc.), then details of such account indicating the cash deposited in the said account during the said period should also be provided.
  - It may be noted that details of cash deposited are to be provided, if the aggregate amount of cash deposited during 09.11.2016 to 30.12.2016 is Rs.2 lakh or more.
- Resident Individual or HUF has to select whether during the previous year they;
  - (i) hold, as beneficial owner, beneficiary or otherwise, any asset (including financial interest in any entity) located outside India or
  - (ii) have signing authority in any account located outside India or
  - (iii) have income from any source outside India
- **Verification:**
  - Please complete the Verification Section by filling the Name, Father's Name, Place, Date and PAN.
  - Verify your ITR using either DSC (Digital Signature Certificate) or EVC (Electronic Verification Code) or ITR-V. Your ITR will not be accepted as valid by the Income - Tax Department unless it is duly verified by you.
  - For detailed information regarding EVC, please [click here](#)

- If the return has been prepared by a Tax Return Preparer (TRP) give further details as below;
  - (i) Identification No. of TRP
  - (ii) Name of TRP
  - (iii) If TRP is entitled for any reimbursement from the Government, amount thereof

## 2.9. Schedule IT, TDS, TCS

S.No.	Schedule	Source
1	IT	Enter the details of Advance Tax and Self-Assessment Tax paid
2	TDS1	Enter the details as per Form 16
3	TDS2	Enter the details as per Form 16A
4	TDS3	Enter the details as per Form 26QB
5	TCS	Enter the details as per Form 27D

### **Notes:**

- Tax payment details of the assessee as per Form 26AS are available for pre-filing in e-Filing portal. The assessee can access this facility post login to e-Filing portal. Refer "**Prefiling**" section below at Sl. No. 4.1.
- The assessee will be able to enter any additional details of Tax Payments in the respective schedules.

## 2.10. Schedule-S

- Fill the details of salary as given in TDS certificate(s) i.e., Form 16 issued by the employer(s).
- In case there was more than one employer during the year, please furnish the separate details with respect to each salary received from different employers.

### **Notes:**

- The details of more than one employer shall be furnished by selecting "Add Salary" button.
- If the income has not been computed correctly in Form No. 16, please make the correct computation and fill the same in this item

## 2.11. Schedule-HP

- This schedule is to be filled if you have a rental income.
- If there are more than two house properties, fill out the details for each properties by selecting "Add Property" button.
- 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 then also this schedule shall be filled to claim deduction.
- In case the property is co-owned then the assessee needs to furnish the name of the co-owner, PAN and percentage of share of the other co-owner (s) in the property. In case of part ownership of property, the figure of annual value or rent receivable/received should be for whole of the property and only after computation of annual value the portion chargeable in own hands should be computed by multiplying such annual value with assessee's percentage share in the property.

### **Notes:**

- 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.

- In case of self-occupied property 'Annual value of the property owned' shall be nil and interest payable on borrowed capital shall be limited to Rs. 2,00,000/-.
- In arrears of rent received and the amount of unrealised rent realised subsequently are to be mentioned after deduction @30% of such arrears of rent and unrealised rent realised.

## **2.12. Schedule-BP**

- This schedule has three types of BP Income.
  - (i) Business or Profession other than speculative business and specified business.
  - (ii) Speculative business and
  - (iii) Specified business under section 35AD.
- The Profit Before Tax shall be pre-filled based on the amounts entered in Part A-P&L (Profit & Loss Account).
- In case agricultural income to be excluded on the basis of rule 7A, 7B or 8 (in business of growing and manufacturing tea, coffee etc.), it shall not be included in the item 5c of this schedule.
- Income earned by the assessee by way of salary, commission, bonus, interest, etc. from other firms 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. A24 in Schedule BP.
- Any item of addition or deduction not covered by the items mentioned in this schedule be filled in residual items 23 and 32 of this schedule

## **2.13. 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 will be auto-populated in schedule DEP. Deemed short term capital gain, if any as computed in schedule DPM and DOA will be auto-populated in schedule DCG.

## **2.14. Schedule ESR: Deduction under section 35 or 35CCC or 35CCD**

- Please furnish the details of deduction to which you are entitled under provisions of sections applicable under this schedule.
- 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.
- Deduction under section 35CCC and 35CCD are also to be filled in this schedule.



## 2.15. Schedule-CG

- Capital gains are bifurcated into:
  - **Short-term capital gain:**  
Short term capital gain arising from sale of land or building, sale of equity share or unit of equity oriented Mutual Fund (MF) or unit of a business trust on which STT is paid, sale of shares or debentures of an Indian company, sale of securities by an FII as per section 115AD, sale of other assets or deemed short term capital gain shall be filled in Item A. In case of Non residents if STCG included above but not chargeable to tax in India as per DTAA shall be filled in Item A8.
  - **Long-term capital gain:**  
Long term capital gain arising from sale of land or building, sale of bonds or debenture (other than capital indexed bonds issued by Government), sale of listed securities (other than a unit) or zero coupon bonds, sale of GDR of an Indian company, sale of shares or debenture of Indian company (to be computed with foreign exchange adjustment under first proviso to section 48), sale of unlisted securities, sale of bonds or GDR, sale of securities by FII, sale of foreign exchange asset by NON-RESIDENT INDIAN, sale of other assets or deemed long term capital gain shall be filled in Item B. In case of Non residents if LTCG included above but not chargeable to tax in India as per DTAA shall be filled in Item B10.
- Deductions on capital gain u/s 54/54B/54D/54EC/54EE/54F/54G/54GA/54GB/115F shall also be filled. If any deduction is claimed then details of such deduction should be summarised under item D.
- Quarter wise breakup (post considering the set-offs under CYLA & BFLA) of short term and long term capital gains (Accrued/Received cumulatively rate-wise) should be provided in item F.

## 2.16. Schedule-OS

In this schedule provide the below details:

- The gross income by way of dividend and interest which is not exempt.
- Rental Income from hiring machinery, plant or furniture, 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".
- Any other income under the head other sources such as winning from lottery, crossword puzzles etc., income of the nature referred to in section 68, 69, 69A, 69B, 69C or 69D. The nature of such income is also required to be mentioned.
- Income from owning and maintaining race horses

## 2.17. Schedule-CYLA

The Current Year losses, if any, shall be set off against the eligible incomes of Current Year. This schedule will be auto-calculated.

## 2.18. Schedule-BFLA

The Brought Forwarded losses from Previous Years, Brought Forwarded Unabsorbed Depreciation and Allowances under section 35(4) shall be set off against the eligible incomes of Current Year which are remaining after Current Year Loss adjustments. This schedule will be auto-calculated.

## 2.19. Schedule-CFL

The summary of eligible losses carried from earlier years under different heads of income, if any, is to be entered.

### **Notes:**

- The losses under the head "House Property", "Profit and Gains of Business or Profession", "short term capital loss and long term capital loss", "Losses from other sources (other than losses from race horses) 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.

## 2.20. Schedule UD

- In this schedule, the amount of Brought Forward Unabsorbed Depreciation and Allowance under section 35(4) for each Assessment Year is to be entered.
- Amount of Depreciation and Allowance under section 35(4) set-off against the current year's income is to be mentioned.

## 2.21. Schedule ICDS

Deviation from each ICDS (Income Computation Disclosure Standards) as notified under section 145(2) of the Income-tax Act that has an effect on profit can be entered in this Schedule. The net effect is to be taken to Part A-OI.

## 2.22. Schedule 10A

- The amount of deduction under section 10A for an undertaking in respect of units located in Special Economic Zone shall be as per item 17 of Form No.56F being the report of audit under section 10A.
- If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.

## 2.23. Schedule 10AA

- The amount of deduction under section 10AA for an undertaking in respect of units located in Special Economic Zone can be entered.
- If there are more than one undertaking entitled for deduction under this section, please enter the details of deduction for each undertaking separately.

## 2.24. Schedule-80G

Mention the details of donations entitled for deduction under section 80G. Donations entitled for deductions have been divided in four categories, namely:

- Donations entitled for 100% deduction without qualifying limit.
- Donations entitled for 50% deduction without qualifying limit.
- Donations entitled for 100 % deduction subject to qualifying limit.
- Donations entitled for 50% deduction subject to qualifying limit.

## 2.25. Schedule 80

- The amount of deduction for an undertaking shall be entered as per item 30 of Form No.10CCB being the report of audit under section 80-IA/ 80-IB/ 80-IC and 80-IE.
- 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.

## 2.26. Schedule-VI-A

- Deduction under any section mentioned below cannot be more than the Gross Total Income.
- Please refer to the respective sections for applicability of deductions and further details.

S.No.	Field	Maximum Limit			Applicability
1	80C	Total amount of deduction under section 80C, 80CCC and 80CCD(1) cannot be more than ₹ 1,50,000/-.			Any Individual or HUF
2	80CCC				Any Individual
3	80CCD(1)				Any Individual
4	80CCD(1B)	₹ 50,000/-	Any Individual		
5	80CCD(2)	Cannot be more than 10% of salary in the previous year.			Any Individual
6	80CCG	<ul style="list-style-type: none"> <li>▪ ₹ 25,000/-</li> <li>▪ If the Gross Total Income is more than 12 Lakh Rupees, then this deduction is not allowed.</li> </ul>			Any Individual ✓ Resident ✓ Resident but not Ordinarily Resident
7	80D	<b>S.No</b>	<b>Category</b>	<b>Limit</b>	Any individual or HUF. The benefit of Senior Citizen is applicable only to an Individual Resident in India.
		i.	Self and Family	₹25,000/-	
		ii.	Self(Senior citizen) & family	₹30,000/-	
		iii.	Parents	₹25,000/-	
		iv.	Parents(Senior citizen)	₹30,000/-	
		v.	Self and Family including parents	₹50,000/-	
		vi.	Self and Family including senior citizen parents	₹55,000/-	
		vii.	Self(Senior citizen) & family including senior citizen parents	₹60,000/-	
8	80DD	For Expenditure on medical treatment of dependent relative <ul style="list-style-type: none"> <li>▪ ₹ 75,000/- (With disability)</li> <li>▪ ₹ 1,25,000/- (With Severe disability)</li> </ul>			Any Individual or HUF ✓ Resident ✓ Resident but not Ordinarily Resident
9	80DDB	For Medical Expenditure for specified diseases <ul style="list-style-type: none"> <li>▪ ₹ 40,000/- (Normal Citizen)</li> <li>▪ ₹ 60,000/- (Senior Citizen)</li> <li>▪ ₹ 80,000/- (Very Senior Citizen)</li> </ul>			Any Individual or HUF ✓ Resident ✓ Resident but not Ordinarily Resident
10	80E	Interest on Loan taken for Higher Education. <ul style="list-style-type: none"> <li>▪ Cannot be more than Gross Total Income</li> </ul>			Any Individual
11	80EE	Interest on Loan taken for Residential House Property. <ul style="list-style-type: none"> <li>▪ ₹ 50,000/-</li> </ul>			Any Individual

<b>12</b>	80G	Deduction in respect of donations to certain funds, charitable institutions, etc. (Refer Section 80G)	Any Individual or HUF
<b>13</b>	80GG	Deduction in respect of rents paid <ul style="list-style-type: none"> <li>▪ ₹ 60,000/- (₹ 5,000 monthly) <b>or</b></li> <li>▪ 25% of his Total Income before allowing deduction of this expenditure,</li> <li>▪ Whichever is less</li> </ul>	Any Individual or HUF
<b>14</b>	80GGC	Deduction in respect of contributions given by any person to political parties <ul style="list-style-type: none"> <li>▪ Cannot be more than Gross Total Income</li> </ul>	Any Individual or HUF
<b>15</b>	80IA	Deduction in respect of profits and gains from industrial undertakings or enterprises engaged in infrastructure development, etc. (Refer Section 80IA)	Any Individual or HUF
<b>16</b>	80-IAB	Deduction in respect of profits and gains by an undertaking or enterprise engaged in development on Special Economic Zone (Refer Section 80-IAB)	Any Individual or HUF
<b>17</b>	80IB	Deduction in respect of profits and gains from certain industrial undertakings other than infrastructure development undertakings (Refer Section 80IB)	Any Individual or HUF
<b>18</b>	80-IBA	Deductions in respect of profits and gains from housing projects (Refer Section 80-IBA)	Any Individual or HUF
<b>19</b>	80IC / 80IE	Special provisions in respect of certain undertakings or enterprises in certain special category States/ Special provisions in respect of certain undertakings in North-Eastern States. (Refer Section 80IC/80IE)	Any Individual or HUF
<b>20</b>	80ID	Deduction in respect of profits and gains from business of hotels and convention centers in specified area (Refer Section 80ID)	Any Individual or HUF
<b>21</b>	80JJA	Deduction in respect and gains from business of collecting and processing of bio-degradable waste	Any Individual or HUF
<b>22</b>	80JJAA	Deduction in respect of employment of new workmen	Any Individual or HUF

<b>23</b>	80RRB	Deduction in respect of royalty on patents ▪ ₹ 3,00,000/-	Any Individual ✓ Resident ✓ Resident but not Ordinarily Resident
<b>24</b>	80QQB	Deduction in respect of royalty income of authors ▪ ₹ 3,00,000/-	Any Individual ✓ Resident ✓ Resident but not Ordinarily Resident
<b>25</b>	80TTA	Deduction in respect of interest on deposits in savings accounts ▪ ₹ 10,000/-	Any Individual or HUF
<b>26</b>	80U	Deduction in case of a person with disability ▪ ₹ 75,000/- (With disability) ▪ ₹ 1,25,000/- (With Severe disability)	Any Individual ✓ Resident ✓ Resident but not Ordinarily Resident

### 2.27. Schedule AMT

- The computation of Alternate Minimum Tax (AMT) payable under section 115JC (special provisions for payment of tax by certain persons other than a company) will be made under this schedule.
- All the fields will be auto-calculated except for the "Deduction claimed u/s 35AD" which can be entered in this schedule.
- The tax liability under the section shall be 18.5 percent of the adjusted total income computed under the said section.
- The computation under this Schedule is to be based on Form No.29C.

### 2.28. Schedule AMTC

- Computation of tax credit under section 115JD will be made in this schedule.
- The Gross amount of Credit, Set-off in earlier assessment years and the AMT Credit Utilised during the Current Assessment Year can be entered in this schedule.

#### **Notes:**

- Credit for AMT paid in assessment year 2012-13 and subsequent assessment years, in excess of normal tax liability, is allowed to be set-off against the normal tax liability of current assessment year
- However, the amount of credit is restricted to the extent of normal tax liability for the current assessment year exceeding the AMT liability for the current assessment year.

### 2.29. Schedule-SPI

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. The income entered in this Schedule has to be included in the respective head of income.

### 2.30. Schedule-SI

In this schedule, incomes which is chargeable to tax at special rates shall be auto-calculated from the appropriate columns in schedule BFLA/CYLA or schedule OS.

### 2.31. Schedule-IF

This Schedule is to be filled if you are a partner in a firm. The below details of each firm in which you are partner are to be provided in this schedule:

- Name
- PAN
- Whether liable for audit
- Whether section 92E is applicable?
- Percentage share in the profit of the firm
- Amount of share in the profit
- Capital Balance as on 31st March in the firm

#### **Notes:**

- Share in the profit of the firm (amount of profit) as computed in accordance with the provisions of the Income-tax Act is exempt from tax in hands of the partner.
- The details of more than one firm shall be furnished by selecting "Add" button.

### 2.32. Schedule-EI

Furnish the details of income like Agriculture Income, Interest, Dividend etc. which is exempt from tax.

#### **Note:**

The details may be filled on cash basis unless there is any provision/ requirement to declare them on accrual basis.

### 2.33. Schedule PTI

Fill the below details from business trust or investment fund as per section 115UA, 115UB.

- Name of business trust or investment fund.
- PAN of business trust or investment fund.
- Income from House property and TDS on such amount.
- Income from short term capital gain and TDS on such amount
- Income from Long term capital gain in column number 6 and TDS on such amount
- Income from other sources in column number 6 and TDS on such amount
- Income received from business trust or investment fund claimed to be exempt under section 10(23FBB), 10(23FD), etc.

### 2.34. Schedule FSI

In this Schedule, fill the details of income, which is already included in total income, accruing or arising outside India.

#### **Notes:**

- For country code use the International Subscriber Dialing (ISD) code of the country.
- The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.

### 2.35. Schedule TR

In this schedule, fill the taxes paid outside India on the income declared in Schedule FSI which will be the total tax paid of schedule FSI in respect of each country and tax relief available which will be the total tax relief available in schedule FSI in respect of each country.

#### **Notes:**

- For country code use the ISD code of the country.
- The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.
- Relief claimed under section 90 or section 90A or section 91 is to be filled in the respective columns.

### 2.36. Schedule FA

- This schedule is to be filled up by a resident assessee and not to be filled up by a 'not ordinarily resident' or a 'non-resident'.
- Mention the details of foreign bank accounts, financial interest in any entity, details of immovable property or other assets located outside India.
- This should also include details of any account located outside India in which the assessee has signing authority, details of trusts created outside India in which you are settlor, beneficiary or trustee.
- Under all the heads mention income generated/derived from the asset.
- The amount of income taxable in your hands and offered in the return is to be filled out under respective columns.
- Item G includes any other income which has been derived from any source outside India and which has not been included in the items A to F and under the head business of profession in the return.

### 2.37. Schedule 5A

- This Schedule is to be filled in case of assessee governed by Portuguese Civil Code.
- The share of income of the spouse should be filled in this schedule and the same should form part of the return of income of the spouse.

### 2.38. Schedule AL

- This Schedule is to be filled by individuals and HUFs giving details of properties held by the assessee and the corresponding liabilities.
- It is mandatory if your total income exceeds ₹50 lakh.
- The assets to be reported will include land, building (Immovable Assets); financial assets viz. bank deposits, shares and securities, insurance policies, loans and advances given, cash in hand and Jewellery, bullion, vehicles, yachts, boats, aircraft etc. (Movable Assets) and interest held in the asset of a firm or association of persons (AOP) as a partner or member thereof.
- In the case of non-resident and resident but not ordinarily resident, the details of assets located in India are to be mentioned.

### 3. Procedure for Generating the XML and Submitting the ITR

Action	JAVA Utility	Excel Utility
<b>Generate XML</b>	<p>After filling all the mandatory and applicable fields,</p> <ul style="list-style-type: none"> <li>➤ Verify your data</li> <li>➤ Click on "Save" button available at Menu Bar</li> </ul>	<p>After filling all the mandatory and applicable fields, make sure that data entered in all the sheets is validated by clicking on "Validate" button available in respective sheets and</p> <ul style="list-style-type: none"> <li>➤ Click on "Calculate Tax" button at sheet "PART A GENERAL" or "PARTB-TI-TTI"</li> <li>➤ Verify your data</li> <li>➤ Click on "Generate XML" button at sheet "PART A GENERAL" or "PARTB-TI-TTI"</li> </ul>
<b>Submit ITR</b>	<p><u>Using direct "Submit" from ITR:</u></p> <ul style="list-style-type: none"> <li>➤ Click on "Submit" button available at Menu Bar.</li> <li>➤ Enter your e-Filing credentials</li> <li>➤ Submit your ITR.</li> </ul> <p><u>Using "Upload Functionality":</u> Login to e-Filing portal using your credentials. Go to</p> <ul style="list-style-type: none"> <li>➔ e-File Menu</li> <li>➔ Select "Income tax return"</li> <li>➔ Select "Assessment Year" as "2017-18"</li> <li>➔ Select "ITR" as "ITR 3"</li> <li>➔ Browse and Select the valid XML Generated.</li> </ul>	<p>Login to e-Filing portal using your credentials. Go to</p> <ul style="list-style-type: none"> <li>➔ e-File Menu</li> <li>➔ Select "Income tax return"</li> <li>➔ Select "Assessment Year" as "2017-18"</li> <li>➔ Select "ITR" as "ITR 3"</li> <li>➔ Browse and Select the valid XML Generated.</li> </ul>

#### Notes:

- The relevant Forms for claiming the deductions under section 10A/10AA and under Chapter VI-A should be filed as mentioned below.

S.No.	Deduction claimed u/s	Form	Remarks
1	10A/10AA	Form 56F	Within Due date & Along with the Return.
2	80-IA	Form 10CCB	Within Due date & Along with the Return.
3	80-IB	Form 10CCB / Form 10CCBA / Form 10CCBB / Form 10CCBC / Form 10CCBD	Within Due date & Along with the Return.
4	80-IC or 80-IE	Form 10CCB	Within Due date & Along with the Return.
5	80-ID	Form 10CCBBA	Within Due date & Along with the Return.
6	80JJAA	Form 10DA	Along with the return



## 4. Salient Features

### 4.1. Prefilling:

- Prefill functionality is available to download the prefilled XML from e-Filing portal having your personal details, TDS, TCS, IT payment details and other details, if any.
- For downloading the prefilled XML login to e-Filing portal using your credentials. Go to My Account → Download Pre-filled XML → Select "Assessment Year" as "2017-18" → Select "ITR Form Name" as "ITR 3" → Select the fields or schedules you want to prefill → Click on Confirm to download the prefilled XML.
- The downloaded XML can be imported to JAVA/Excel utility.
- In JAVA Utility, click on "Prefill" button available at Menu bar
- In Excel Utility, click on "Import Personal/Tax Details from XML" button available in sheet "Part A-General". Browse and select the downloaded XML.

### 4.2. Save draft

- Save draft option is available to save partially filled data which can be imported and updated later.
- In Java utility, click on "Save draft" button available at Menu bar. The draft XML will be saved which can be imported by using "Open" button available at Menu bar.
- The saved draft file cannot be used for submitting the ITR.

### 4.3. Open

- The XML generated from previous sessions or previous versions can be imported in the latest version of the utility.
- In Java Utility, click on "Open" button available at Menu bar to browse and select the XML already saved.
- In Excel Utility, click on "Import from Previous Version" button available in sheet "Part A-General" to browse and select the already saved excel utility.