



**e-Filing** *Anywhere Anytime*

Income Tax Department, Government of India

# **e-Proceeding User Manual**

## Abbreviations

ITD	Income Tax Department
PAN	Permanent Account Number
AO	Assessing Officer

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## Introduction

Presently, notice u/s 143(2) is generated by CASS in ITBA. Also, AO issues the statutory notice including notice u/s 142(1) with Questionnaire of the IT Act 1961 from the ITBA assessment module to the assessee's designated email ID. Similarly, there are many proceedings of the Income Tax Act which require notice or correspondence between the Department and taxpayer and vice-versa including proceedings for appeal, exemption, rectification etc.

This functionality has been designed to enable the assessee to view the e-mail communication issued by AO and to submit response to different Notices or correspondence issued by Assessing Officers or any Income tax Authority.

## e-Proceeding

**Step 1:** Login to e-filing portal at <https://incometaxindiaefiling.gov.in>. If you are not registered with the e-filing portal, use the 'Register Yourself' link to register.

**Step 2:** A link e-Assessment/Proceedings is provided under e-Proceeding tab.

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo and navigation links: Feedback, Accessibility Options, Contact Us, and Help. Below the header, a navigation menu contains: Dashboard, My Account, e-File, Compliance, PMGKY, Profile Settings, Worklist, e-Proceeding, and e-Nivaran. The 'e-Proceeding' menu is expanded, and 'e-Assessment/Proceedings' is highlighted. Below the navigation menu, there are sections for 'View Returns / Forms' and 'My Pending Actions'. An 'IMPORTANT !!!' message is displayed, stating: 'Introducing 'Service Request' functionality under 'My Account'. Now, you can raise and view the requests for the following.' A list of services is provided:

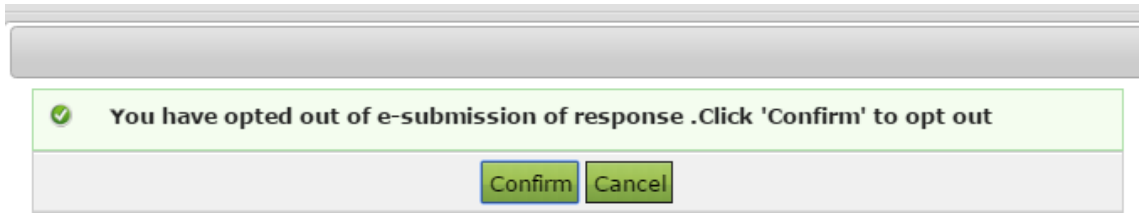
- Add Legal Heir
- Intimation u/s 143/1
- Refund Re-issue
- Change ITR form Particulars
- Add Liquidator
- Add competent person to verify

**Step 3:** On clicking the link the users can view the Proceeding details.

The screenshot shows the 'e-Assessment/Proceedings' page. It features a table with the following columns: PAN, Assessment Year, Proceeding Name, Opt for e-Assessment, Proceeding Status, and Proceeding Limitation Date. The table contains four rows of data:

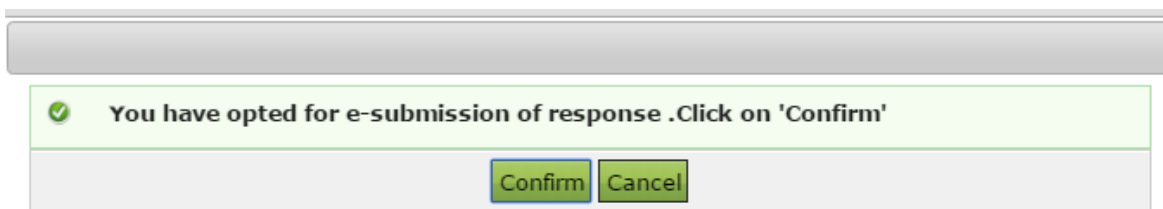
PAN	Assessment Year	Proceeding Name	Opt for e-Assessment	Proceeding Status	Proceeding Limitation Date
SUHPM2016A	2015-16	First Appeal Proceedings	YES <span>Change</span>	Open	30/01/2017
SUHPM2016A	2010-11	TPO Proceedings	YES <span>Change</span>	Open	28/01/2017
SUHPM2016A	2010-11	First Appeal Proceedings	YES <span>Change</span>	Open	22/01/2017
SUHPM2016A	2010-11	Clarification Letter	YES <span>Change</span>	Closed Closure Order <span>Change</span>	26/01/2017

**Step 4:** The user can opt out/opt for e-assessment anytime. By default option for “**Opt for e-Assessment**” is selected as Yes. In order to Opt out of e-Assessment click on the “**Change**” button available. When user clicks on the change button the below popup is displayed to the users.



User needs to click on the **Confirm** button to opt out of e-Assessment.

If at any time, the users want to opt for e-assessment again click on “**Change**” button.



User needs to click on the **Confirm** button to opt for e-Assessment.

**Note:** The users will not be allowed to submit response if “No” is selected for above question. But can view the proceeding details for both the options.

**Step 5:** Click on **Proceeding Name** hyperlink. All proceeding details will be displayed.

PAN	Assessment Year	Proceeding Name	Opt for e-Assessment	Proceeding Status	Proceeding Limitation Date
SUHPM2016A	2015-16	<b>First Appeal Proceedings</b>	YES <a href="#">Change</a>	Open	30/01/2017
SUHPM2016A	2010-11	<b>TPO Proceedings</b>	YES <a href="#">Change</a>	Open	28/01/2017
SUHPM2016A	2010-11	<b>First Appeal Proceedings</b>	YES <a href="#">Change</a>	Open	22/01/2017
SUHPM2016A	2010-11	<b>Clarification Letter</b>	YES <a href="#">Change</a>	Closed Closure Order	26/01/2017

**Step 6:** In order to see the notice details Click on Reference ID hyperlink.

e-Assessment/Proceedings

Assessment Year - 2010-11	Proceeding Name - First Appeal Proceedings						
Reference ID	Notice Section	Description	Notice Issue Date	Document ID	Communication Sent Date	Due Date for Submission	Response
<a href="#">10000000008649</a>	250	-	13/01/2017	ITBA/APL/S/APL_1/2016-17/1000100918(1)	-	13/01/2017	<a href="#">Submit</a> -

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**Note :**

1. Please click on the **Reference ID** hyperlink to view the Notice Details.
2. In order to submit the response click on the **Submit** hyperlink under Response Column.
3. To View the details of submitted Response, please click on **View** hyperlink.

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**Communications Details - 10000000008646** ✕

**Assessing Officer Details**

<b>Name</b>	SRINIVAS KRISHNA
<b>Designation</b>	AO
<b>E-Mail</b>	CHE6.2@INCOMETAX.GOV.IN
<b>Address</b>	INCOME TAX VALUATION WING, , KANNAMMAI BUILDING, 5TH FLOOR,611, ANNA SALAI, CHENNAI Tamil Nadu, 600006
<b>Notice /Letter pdf</b>	<b>Notice Issue Date-</b> 13/01/2017
	<a href="#">BCNTAP0116200017609_SUHPM2016A_Hearing Notice us 250_13012017.pdf</a>

**Note :**  
1. Please click on the **Notice/Letter PDF** to download the notice details.

**Step 7:** Click on **Submit** link to submit the response.

[e-Assessment/Proceedings](#)

Assessment Year - 2010-11				Proceeding Name - First Appeal Proceedings			
Reference ID	Notice Section	Description	Notice Issue Date	Document ID	Communication Sent Date	Due Date for Submission	Response
<a href="#">10000000008649</a>	250	-	13/01/2017	ITBA/APL/S/APL_1/2016-17/1000100918(1)	-	13/01/2017	<a href="#">Submit</a>
<a href="#">Back</a>							

- Note :**
1. Please click on the **Reference ID** hyperlink to view the Notice Details.
  2. In order to submit the response click on the **Submit** hyperlink under Response Column.
  3. To View the details of submitted Response, please click on **View** hyperlink.

Enter all the details and click on **submit** button.

[e-Assessment/Proceedings Response](#)

**Proceeding Name - Passing of Assessment Order u/s 143(3)** **Notice Section - 143(2)**

**Remarks \***

**Attachment Description**

Attach scanned documents in ZIP/PDF format  No file selected.

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**Step 8:** On Successful Submission success message along with the Transaction ID is displayed on the screen. In case you make a mistake in submission of response, you may further revise it by login to e-filing portal.

e-Assessment/Proceedings

Financial Year - 2010-11				Proceeding Name - First Appeal Proceedings			
Reference ID	Notice Section	Description	Notice Issue Date	Document ID	Communication Sent Date	Due Date for Submission	Response
10000000008649	250	-	13/01/2017	ITBA/APL/S/APL_1/2016-17/1000100918(1)	-	13/01/2017	Submit View

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Note :

1. Please
2. In order
3. To View

**e-Assessment response submission**

✓ **Your e-Assessment Response has been submitted successfully and the Transaction ID : 1XXXXXXXXX. In case of any queries, please contact 1800 4250 0025.**

**Step 9:** Submitted online response can be viewed by clicking on the View.

### e-Assessment/Proceedings

A.Y./F.Y. - 2015-16			Proceeding Name - Passing of Assessment Order u/s 143(3)			
Reference Id	Notice Section	Description	Notice issue Date	Notice Id	e-Mail sent Date	Response
1000000XXXXX	143(2)	[ITBA]Notice under section 143(2) of the Income Tax Act, 1961	XX/XX/XXXX	1000000XXXXX	XX/XX/XXXX	Submit View

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**Step 9:** For viewing the response details click on **View Details**. The responses will be sorted as latest first.

### e-Assessment/Proceedings Response

Proceeding Name	First Appeal Proceedings
Document Reference ID	1000000000XXXX
Notice Section	250
Response Date	Response
15/01/2017	<a href="#">View Details</a>

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**Step 10:** All response details will be displayed. The User can download the attachments submitted at time of response.

## e-Proceeding User Manual

### e-Assessment/Proceedings Response

Proceeding Name	First Appeal Proceedings
Document Reference ID	1000000000XXXX
Notice Section	250
Communication sent Date	
Description	
Remarks	These are remarks.
Attachment Description	This is attachment description.
Attachments	<a href="#">Click here to view documents</a>
<a href="#">Back</a>	

<<END OF DOCUMENT>>>