



**View Form 1-Income Declaration Scheme,
2016 - User Manual for Principal CIT/CIT
and Principal CCIT/CCIT officers of the
Department**

View Form 1-Income Declaration Scheme, 2016

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View Form 1-Income Declaration Scheme, 2016

Pre-Requisite for Viewing Form 1 Income Declaration Scheme, 2016

- To view Form 1 Income Declaration Scheme, 2016, the user should be registered in e-Filing portal as Income Tax Department Employee.
- The detailed process of Registration for ITD user in e-Filing portal is as follows.

ITD User Registration Process:

1. Open the e-Filing portal URL <https://efilingreports.incometax.gov.in>
2. Click on "Register Yourself" → Select "Income Tax Department Employee" → "Continue"
3. Enter the **Employee ID**. It is a mandatory field which allows only numbers and is limited to 6 digits.
4. The Employee ID is validated with the ITD database and on successful validation the user will be directed to the registration page. Following details are to be updated.
5. **Note:** The user should have a valid **RSA Token No.** to login to e-Filing portal after registration process is completed. Registration can be done on Internet but subsequent login will only be only through TAXNET.
6. **Note:** The ITD officer can access the E-filing portal only using TAXNET. Therefore a network node is a pre-requisite.

A. Password Details

- **User ID** – This will be generated by the system (E.g. ITDU012345) and will be sent to the ITD user via email post successful submission of Registration.
- **Password** – The user has to enter the password in the box provided. This is a mandatory field. Password can be between 8 – 14 characters, alphanumeric and should contain at least one special character and one numeric.
- **Confirm Password** – The user has to re-enter the same password as entered above. This is a mandatory field.
- **Primary Secret Question** – The user needs to select any one of the options made available in drop down. This is a mandatory field.
- **Primary Secret Answer** – The user needs to enter an answer in the box provided. This is a mandatory field. Can be alphanumeric and special characters.
- **Secondary Secret Question** – The user needs to select any one of the options made available in drop down. This is a mandatory field.
- **Secondary Secret Answer** – The user needs to enter an answer in the box provided. This is a mandatory field. Can be alphanumeric and special characters.

B. Personal details

- **ITD Official's PAN** - User needs to enter PAN in the box provided. This is a mandatory field.
- **ITD Official's Surname** – User needs to fill in the Surname in the box provided. This is a mandatory field.
- **ITD Official's Middle Name** – User needs to fill in the Middle Name in the box provided. This is a Non-mandatory field.
- **ITD Official's First Name** - User needs to fill in the First Name in the box provided. This is a Non-mandatory field.

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- **ITD Official's Date of Birth** - User needs to select the date against the calendar provided and should match with the date as given in the PAN card. This is a mandatory field.
- **ITD Official's Designation** - User needs to fill in the Designation in the box provided. This is a mandatory field.

C. Contact Details

- **Landline Number** - The user needs to enter the STD code and landline number in the box provided. The format is +91 - STD code - Landline no. (+91 is a pre-fix and is non-editable). This is a Non-mandatory field.
- **ITD Official's Mobile Number** - The user needs to enter a valid and current **TARANG** mobile number in the box provided. This is a mandatory field.
- **Alternate Mobile Number** - The user needs to enter a mobile number in the box provided. This is a Non-mandatory field.
- **Email ID** - The user needs to enter the official **Income Tax e-mail ID** in the box provided. This is a mandatory field.
- **Alternate Email ID** - The user needs to enter the alternate e-mail ID in the box provided. This is a Non-mandatory field.
- **Fax Number** - The user needs to enter the STD code and fax number in the box provided. The format is +91 - STD code - Fax no. (+91 is a pre-fix and is non-editable). This is a Non-mandatory field.

D. CAPTCHA - The user must enter the Captcha code visible on the screen in the textbox provided - This is a Mandatory field.

7. Click '**SUBMIT**' to validate the fields. (If any mismatch of details, the request can still be submitted). The user records is sent to e-Filing Administrator for approval along with a system generated User ID (E.g. ITDU012345)
8. The details are validated by e-Filing Administrator and on approval, a mail is sent to the user along with the User ID and the user records will get registered in the e-Filing portal. If not, the user will be intimated on unsuccessful registration.
9. Based on the user ID, the system determines the type of user and assigns the respective role to the newly registered user.

View Form 1-Income Declaration Scheme, 2016

View Form 1_Income Declaration Scheme, 2016

To View Form 1_Income Declaration Scheme, 2016 please follow the below steps:

- In e-Filing Homepage, Click on "**Login Here**"

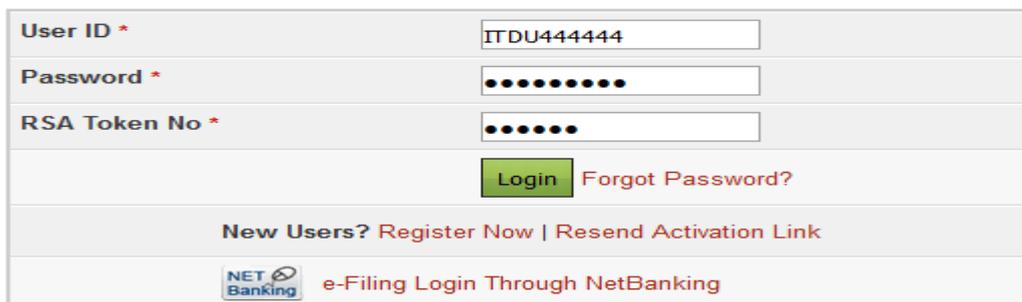


The screenshot shows the e-Filing homepage with the following elements:

- Header: e-Filing Anywhere Anytime, Income Tax Department, Government of India. Language: हिन्दी. Navigation: Skip to main content, About Us, Feedback, Contact Us, Help. Search bar.
- Left sidebar: I Am ... (Tax Payer, Professionals For Tax Audit, e-Return Intermediary, Bulk PAN Verification User, Tax Deductor and Collector).
- Center: e-File Your Tax Return...Its Fast Easy and Secure... Learn How To e-File. Buttons: View Form 26 AS, Upload Return, Check Status. A testimonial quote from 25/12/2015. News: CBDT extends due date for deposit of TDS/ TCS by deductors for Tan.
- Right sidebar: New To e-Filing? Register Yourself. Registered User? Login Here (highlighted in red). Need Assistance? Customer Care.

- Please enter **User ID** (E.g. ITDU123456), **Password** and **RSA Token No.** Click **Login**.

Login



The login form contains the following fields and options:

- User ID *: ITDU444444
- Password *: [Masked]
- RSA Token No *: [Masked]
- Login button
- Forgot Password? link
- New Users? Register Now | Resend Activation Link
- NET Banking e-Filing Login Through NetBanking

Note: The user should have a valid **RSA Token No.** to login to e-Filing portal.

Notes:

- The user should have a valid **RSA Token No.** to login to e-Filing portal.
- Login is allowed only through Intranet.
- Post login, the designated ITD user can view the filings of Form 1 (Income Declaration Scheme, 2016) under his jurisdiction. Following are the steps to view FORM 1 (Income Declaration Scheme, 2016).
- Please go to **Services** → "**View Form 1 (Income Declaration Scheme, 2016)**"

View Form 1-Income Declaration Scheme, 2016

The screenshot shows a navigation bar with 'Dashboard', 'Services', 'Downloads', 'Reports', and 'Profile Settings'. A 'Quick Links' sidebar on the left includes 'Change Pa...', 'Update Cor...', 'Change Se...', and 'Reports'. A dropdown menu is open under 'Reports', listing options like 'Assessee Registration Details', 'e-Filed Returns/Forms', 'Tax Credit Mismatch', 'ERI Client Details', 'Taxpayer Feedback', 'View Form 1 (Income Declaration Scheme, 2016) MIS Report', and 'View Form 1 (Income Declaration Scheme, 2016)'. A grey box on the right contains the text: 'IMPORTANT !!! Please provide the correct Email ID and Mobile Number against your profile. These details will be used for all communications.'

- ITD user can view the below information of an uploaded Form 1.
 - PAN
 - Filing Date
 - Filing Type
 - Receipt No
 - Status

View Form 1 (Income Declaration Scheme)

Name:

PAN	Form	Filing Date	Filing Type	Receipt No.	Status
PERAA8003A	Form 1	14/06/2016	Original	100282441140616	Successfully e-Filed
PERAA8003A	Form 1	15/06/2016	Revised	100283681150616	Successfully e-Filed

- ITD user can click on **Receipt No.** to view XML, PDF, Receipt and Attachments uploaded by the assessee.

The screenshot shows a window titled 'Details Of Receipt Number - 100282441140616'. It contains a table with the following data:

PAN	PERAA8003A	Form	Form 1
Filing Type	Original	Receipt Number	100282441140616

Date	Status	Download
14/06/2016	Successfully e-Filed	XML Form Receipt Attachments

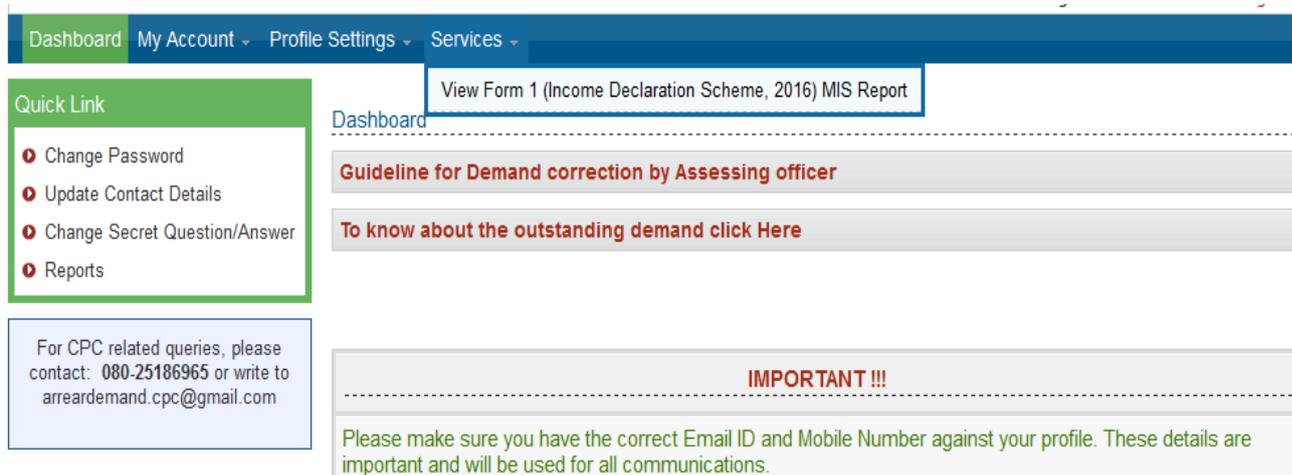
Note: ITD user (PCIT/CIT) can view Form1 only if the Area code and CIT code of the uploaded Form 1 is mapped to his jurisdiction.

View Form 1-Income Declaration Scheme, 2016

View Form 1_Income Declaration Scheme, 2016_MIS Report

1. PCIT/CIT user:

For PCIT/CIT user, post login, please go to **Services** → **View Form 1 (Income Declaration Scheme, 2016) MIS Report**.



- **Form 1 (Income Declaration Scheme, 2016) MIS Report** will be displayed as shown below.

View Form 1 (Income Declaration Scheme, 2016) MIS Report

(All figures in ₹)

PCCIT Name / CIT Name / Area Code	Count of Filings done	Amount of undisclosed income [S.No 7 of Form 1]	Tax payable [Total of S.No 8,9 & 10 of Form 1]	Tax paid, if any, on or before the date of declaration [S.No 11 of Form 1]	Total value of all the assets declared[S.No 6 of Annexure to Form 1]
CHE	8	33,10,415	19,17,942	17,57,65,30,54,052	20,37,51,83,61,032
DEL	5	11,412	1,17,951	7,45,86,55,253	25,38,55,81,61,042
Total:	13	33,21,827	20,35,893	17,65,11,17,09,305	45,76,07,65,22,074

Note: The facility to View Form 1 (Income Declaration Scheme, 2016) MIS Report will be available only to the mapped ITD users.

2. PCCIT/CCIT user:

For PCCIT/CCIT user, post login, please go to **Services** → **View Form 1 (Income Declaration Scheme, 2016) MIS Report**.

View Form 1-Income Declaration Scheme, 2016

Dashboard My Account Profile Settings Services

View Form 1 (Income Declaration Scheme, 2016) MIS Report

Quick Link

- Change Password
- Update Contact Details
- Change Secret Question/Answer
- Reports

For CPC related queries, please contact: 080-25186965 or write to arreardemand.cpc@gmail.com

IMPORTANT !!!

Please make sure you have the correct Email ID and Mobile Number against your profile. These details are important and will be used for all communications.

- **Form 1 (Income Declaration Scheme, 2016) MIS Report** will be displayed as shown below.

View Form 1 (Income Declaration Scheme, 2016) MIS Report

(All figures in ₹)

PCCIT Code / CIT Code	PCCIT Name / CIT Name / Area Code	Count of Filings done	Amount of undisclosed income [S.No 7 of Form 1]	Tax payable [Total of S.No 8,9 & 10 of Form 1]	Tax paid, if any, on or before the date of declaration [S.No 11 of Form 1]	Total value of all the assets declared[S.No 6 of Annexure to Form 1]
2	OLD-CIT - II, TAMILNADU	1	6,10,000	7,01,500	5,50,00,000	20,34,20,79,29,328
5	OLD-CIT - I, KARNATAKA	2	6,10,005	4,01,500	2,50,00,000	10,34,20,79,29,328
Total:		1	12,20,005	11,03,000	8,00,00,000	30,68,41,58,58,656

Note: The facility to View Form 1 (Income Declaration Scheme, 2016) MIS Report will be available only to the mapped ITD users.



आयकर निदेशालय (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEM)
ए आर ए सेंटर, भू-तल, ई-2 झंडेवालान एक्स
ARA Center, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली – 110055, New Delhi – 110055

F.No. 1/3/2/CIT (OSD)/ E-FILING/ Other Forms

Dated: 24/06/2016

To

The Principal Chief Commissioners of Income-tax/ CCsIT (By Name)

Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneswar/
Bareilly/Chandigarh/ Chennai/ Cochin/ Coimbatore/ Dehradun/ Delhi/ Durgapur/
Guwahati/Hubli/ Hyderabad/ Indore/ Jaipur/ Jalpaiguri/ Jodhpur/ Kanpur/ Kolkata/
Lucknow/Ludhiana/ Madurai/ Meerut/ Mumbai/ Nagpur/ Nashik/ Panaji/ Panchkula/ Patna/
Pune/Raipur/ Rajkot/ Ranchi/ Shimla/ Shillong/ Surat/ Thane/ Trichy/ Trivandrum/
Udaipur/Vishakhapatnam; and

The Principal Commissioner of Income-tax/CsIT/CsIT(CO) (By Name)

Agra/ Bikaner/ Calicut/ Dhanbad/ Gandhinagar/ Gwalior/ Jabalpur/ Jalandhar/ Kolhapur/
Muzzaffarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijayawada/ Delhi(CO)/
Mumbai(CO)/ Chennai(CO)/Ahmedabad(CO)/Bangalore(CO)/Bhopal(CO)/ Bhubaneswar
(CO)/ Kolkata(CO)/ Cochin(CO)/ Chandigarh(CO)/ Hyderabad(CO)/ Jaipur(CO)/ Kanpur(CO)/
Patna(CO)/ Pune(CO)/ Guwahati(CO)/ Nagpur(CO)/ Lucknow (CO).

Subject: "View of Form 1 (Income Disclosure Scheme, 2016)" – Reg.

Sir/Madam,

CBDT vide notification No. 33/2016 dated 19th May 2016 has notified the Income Declaration Scheme Rules 2016. Rule 4 of the Income Declaration Rules 2016 reads as under:

" Declaration of income or income in the form of investment in any asset.

4. (1) A declaration of income or income in the form of investment in any asset under section 183 shall be made in Form-1.
- (2) The declaration shall be furnished:—
 - (a) electronically under digital signature; or
 - (b) through transmission of data in the form electronically under electronic verification code; or

(c) in print form, to the concerned Principal Commissioner or the Commissioner who has the jurisdiction over the declarant.”

2. Accordingly, the taxpayer can submit the Form 1 on the e-filing website of the Income Tax Department. The Principal CIT or the CIT can view the Form 1 uploaded by any taxpayer where the Permanent Account Number (PAN) is within his/her jurisdiction by logging in to the E-filing portal using the TAXNET for which a network node and RSA token are pre-requisites. **The URL to be used for this purpose is: <https://efilingreports.incometax.gov.in>**

3. The Principal CIT or the CIT is required to **personally** access the portal and register as Income Tax Employee. The Principal CIT or the CIT can view the filing of Form 1 (Income Declaration Scheme, 2016) under his jurisdiction, post login to the e-Filing portal. The PCCIT and CCIT in the hierarchy can view the MIS reports for filing of Form 1 as well, by accessing the E-filing portal in the similar manner using their user ID, password and RSA token.

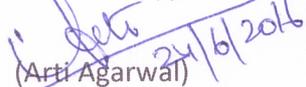
4. As per Section 195, **CHAPTER IX OF THE FINANCE ACT, 2016**, The Income Declaration Scheme 2016, provisions of **Section 138** of the Income Tax Act 1961, shall so far as may be, apply in relation to proceedings under this Scheme as they apply in relation to proceedings under the Income-tax Act or, as the case may be, the Wealth-tax Act, 1957. Accordingly, in terms of Section 138, the declarations in Form 1 are confidential and Principal CIT or the CIT should ensure that the userid and password should not be shared and if printouts are needed to be taken of Form 1 for official use, they should be kept in safe custody.

5. **The user manual for viewing Form 1 is attached as Annexure A.** For any clarifications/difficulties users are advised to contact the following :

- i) Sh. R.K. Mishra, CIT(CPC) , 09449005568, rkmishra@incometax.gov.in
- ii) Sh. M. Jagadeesan, DD(S), 08762300586, jagadeesan@incometax.gov.in

6. This issues with the approval of Pr. DGIT(S).

Yours faithfully,


(Arti Agarwal)

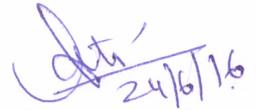
Deputy Director (Systems)

Instruction for Form 1

For any clarifications/difficulties user may be advised to contact helpdesk of ITBA.

Copy to:

1. The P.P.S to Member(L&C),Member(Inv.),Member(IT),Member(Rev.), Member(A&J)& Member(P&V),CBDT for information.
2. The P.S. to Pr.DGIT(S) for information.
3. The Web Manager, for www.irsofficersonline.gov.in website.

 24/6/16

(Arti Agarwal)

Deputy Director(Systems)