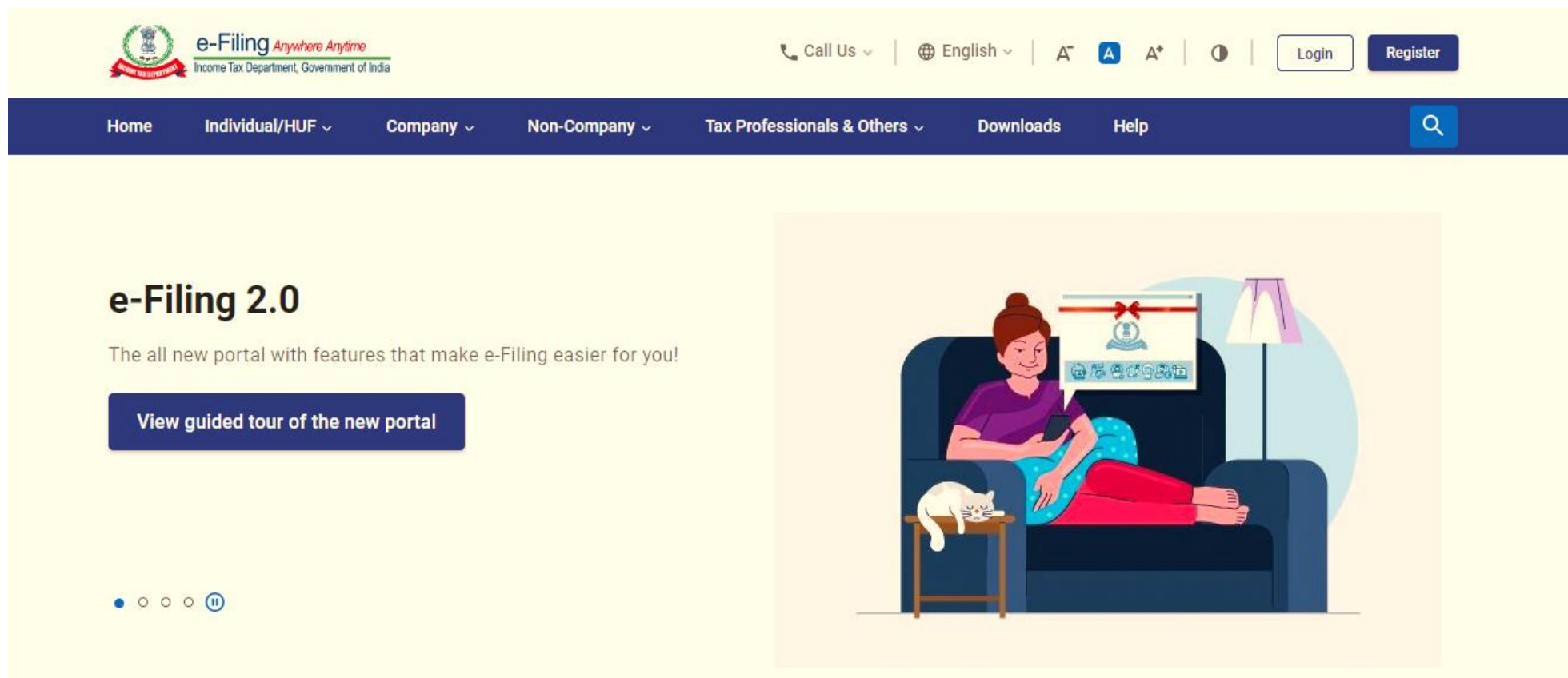


Practical Guide to Faceless Assessments

**Step By Step Guide To 'Faceless Assessment
Proceedings' Under Sections 143(3), 144 and 147**

Step By Step Guide

Step 1 : Visiting the 'e-filing portal' in Income Tax site



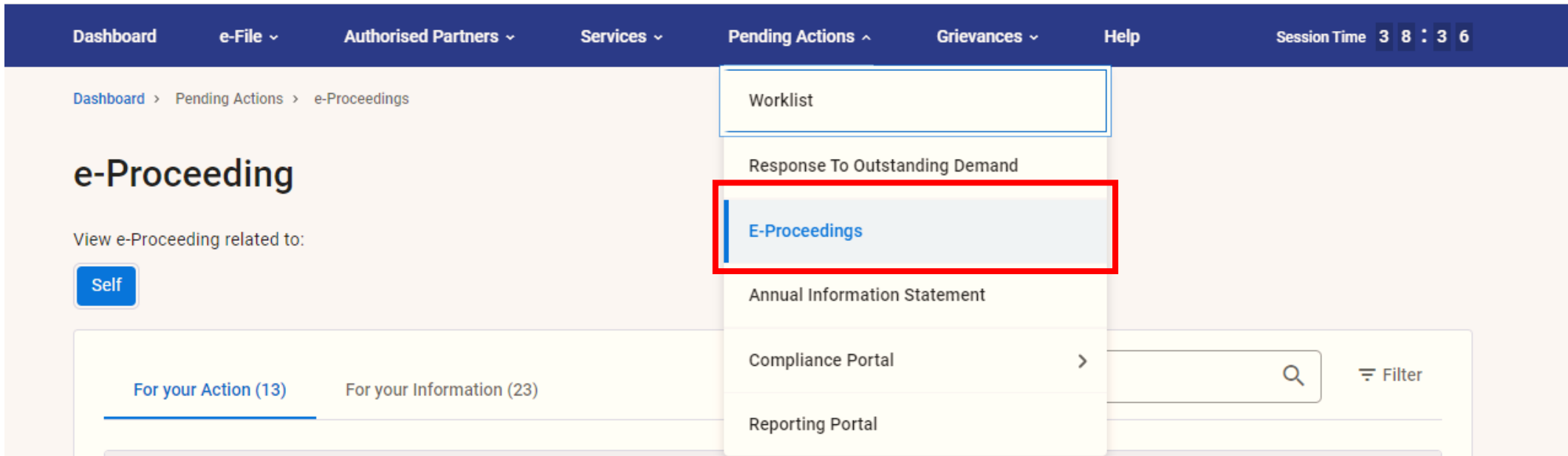
The screenshot shows the homepage of the e-Filing 2.0 portal. At the top left is the logo of the Income Tax Department, Government of India, with the text "e-Filing Anywhere Anytime". To the right of the logo are links for "Call Us", "English", font size controls (A, A+), and "Login" and "Register" buttons. Below this is a dark blue navigation bar with links for "Home", "Individual/HUF", "Company", "Non-Company", "Tax Professionals & Others", "Downloads", and "Help", along with a search icon. The main content area features a large illustration of a woman sitting on a blue armchair, using a smartphone. A white cat is curled up on a small table next to her. A television screen on the wall behind her displays the e-Filing portal interface. To the left of the illustration, the text "e-Filing 2.0" is displayed in a large, bold font, followed by the subtitle "The all new portal with features that make e-Filing easier for you!". Below this is a dark blue button with the text "View guided tour of the new portal". At the bottom left of the main content area, there are four small circles, with the first one filled and a play button icon, indicating a video player.

e-Filing 2.0
The all new portal with features that make e-Filing easier for you!

[View guided tour of the new portal](#)

Step By Step Guide

Step 2 : Visiting the 'e-proceedings' tab under Pending Actions:



The screenshot displays the SBC portal interface. At the top, a dark blue navigation bar contains the following items: Dashboard, e-File (with a dropdown arrow), Authorised Partners (with a dropdown arrow), Services (with a dropdown arrow), Pending Actions (with an upward arrow), Grievances (with a dropdown arrow), and Help. On the right side of this bar, the Session Time is shown as 3 8 : 3 6. Below the navigation bar, a breadcrumb trail reads: Dashboard > Pending Actions > e-Proceedings. The main heading is 'e-Proceeding'. Below this, it says 'View e-Proceeding related to:' followed by a blue button labeled 'Self'. A dropdown menu is open under 'Pending Actions', listing several options: Worklist, Response To Outstanding Demand, E-Proceedings (highlighted with a red border), Annual Information Statement, Compliance Portal (with a right-pointing arrow), and Reporting Portal. At the bottom of the page, there are two tabs: 'For your Action (13)' (which is active and underlined) and 'For your Information (23)'. To the right of these tabs is a search bar with a magnifying glass icon and a 'Filter' button.

Step By Step Guide

The assessee is redirected to a new page and this new page displays all the 'assessment notices' under section 143(1)(a)/143(2)/148, for different assessment years, which the assessee might have received, along with the under mentioned information:

Proceeding Name : **Assessment Proceeding u/s 143(3)** Assessment Year : 2018-19

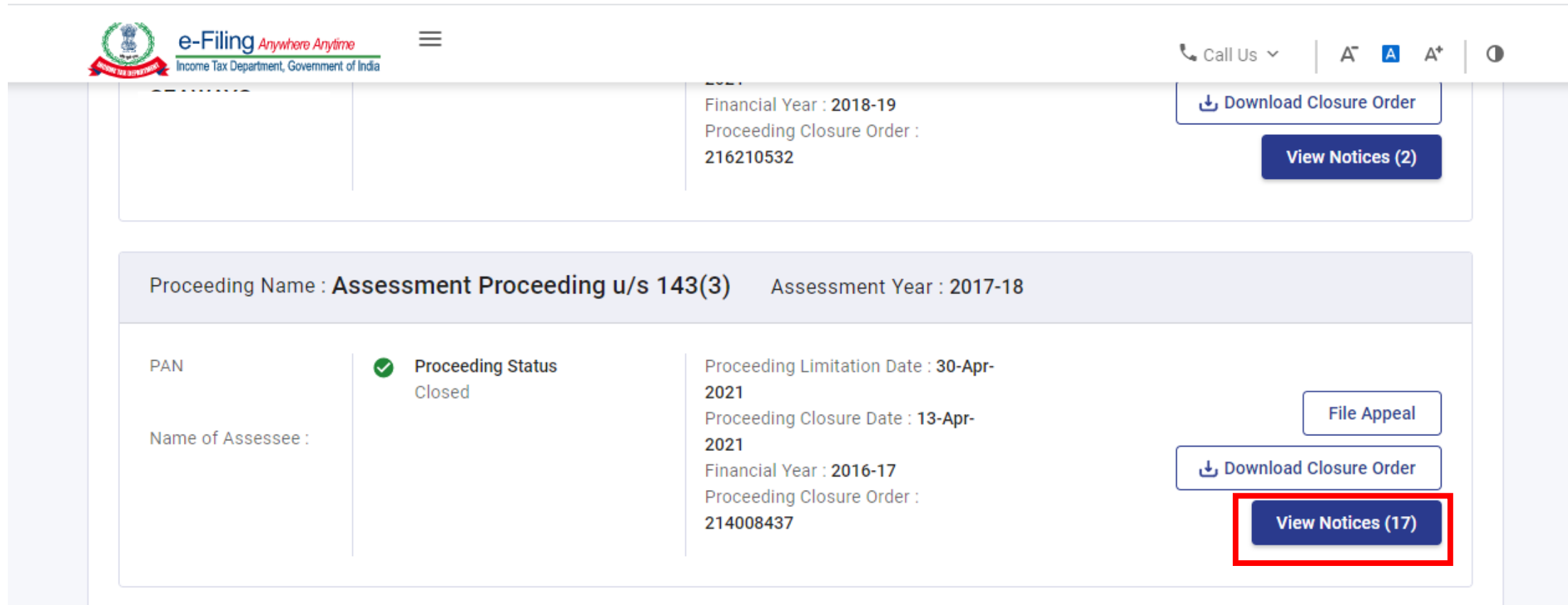
PAN AAACB8316K	✔ Proceeding Status Open	Proceeding Limitation Date : 31-Mar-2022 Financial Year : 2017-18	View Notices (3)
Name of Assessee : BSCPL INFRASTRUCTUR E LIMITED			+ Add / View Authorised Representative

- PAN,
- Assessment Year,
- Proceeding Name,
- Proceeding Status,
- Proceeding Limitation Date

Faceless Assessment Proceedings
under section 143(3)

Step By Step Guide

Step 1 : Click View Notices under Proceeding Name: “Assessment Proceeding u/s 143(3)”



The screenshot displays the e-Filing portal interface for the Income Tax Department, Government of India. The header includes the e-Filing logo and navigation options like 'Call Us', font size controls, and a help icon. The main content area shows details for a tax proceeding. The top section displays the financial year as 2018-19 and the proceeding closure order number as 216210532. Below this, a summary bar indicates the proceeding name as 'Assessment Proceeding u/s 143(3)' and the assessment year as 2017-18. The main details section shows the PAN, a green checkmark indicating the proceeding status is 'Closed', and the proceeding limitation date as 30-Apr-2021. It also shows the proceeding closure date as 13-Apr-2021, the financial year as 2016-17, and the proceeding closure order number as 214008437. On the right side, there are buttons for 'Download Closure Order', 'View Notices (2)', 'File Appeal', and another 'Download Closure Order' button. The 'View Notices (17)' button is highlighted with a red border.

Proceeding Name : Assessment Proceeding u/s 143(3) **Assessment Year :** 2017-18

PAN

Proceeding Status: ✔ Closed

Proceeding Limitation Date : 30-Apr-2021

Proceeding Closure Date : 13-Apr-2021

Financial Year : 2016-17

Proceeding Closure Order : 214008437

[Download Closure Order](#)

[View Notices \(2\)](#)

[File Appeal](#)

[Download Closure Order](#)

[View Notices \(17\)](#)

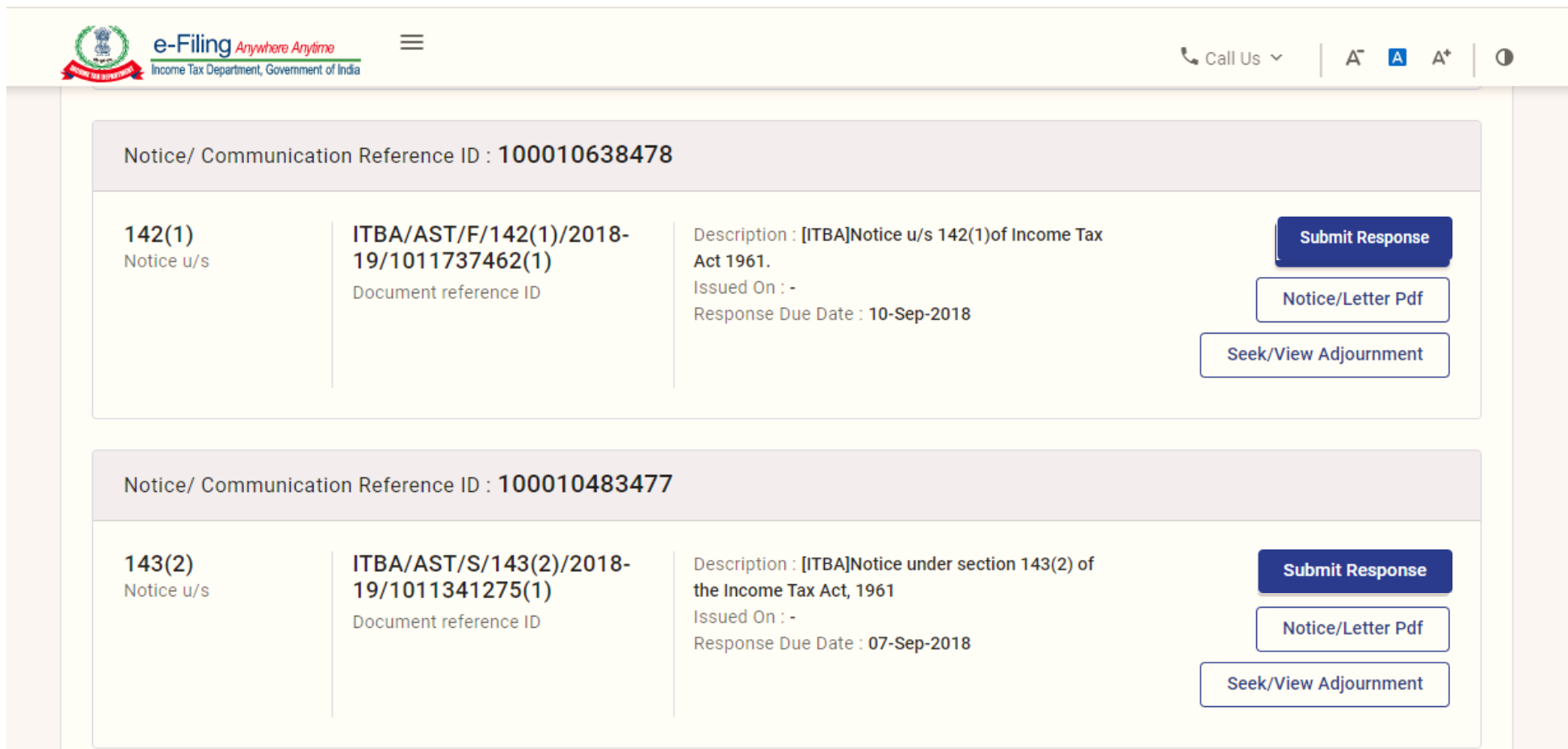
Step By Step Guide

By clicking on 'View Notices', the assessee will be able to see the assessment proceeding details of that particular assessment year such as:

- Document reference Id
- The section under which the notice is issued
- Date of issue
- The due date for response
- Response

Step By Step Guide

Step 2 : Selecting the Notice under section 143(2) to Respond:



The screenshot displays the e-Filing portal interface for the Income Tax Department, Government of India. The page shows two notices for response, each with a 'Submit Response' button and options to view the notice or adjournment.

Notice/ Communication Reference ID : 100010638478

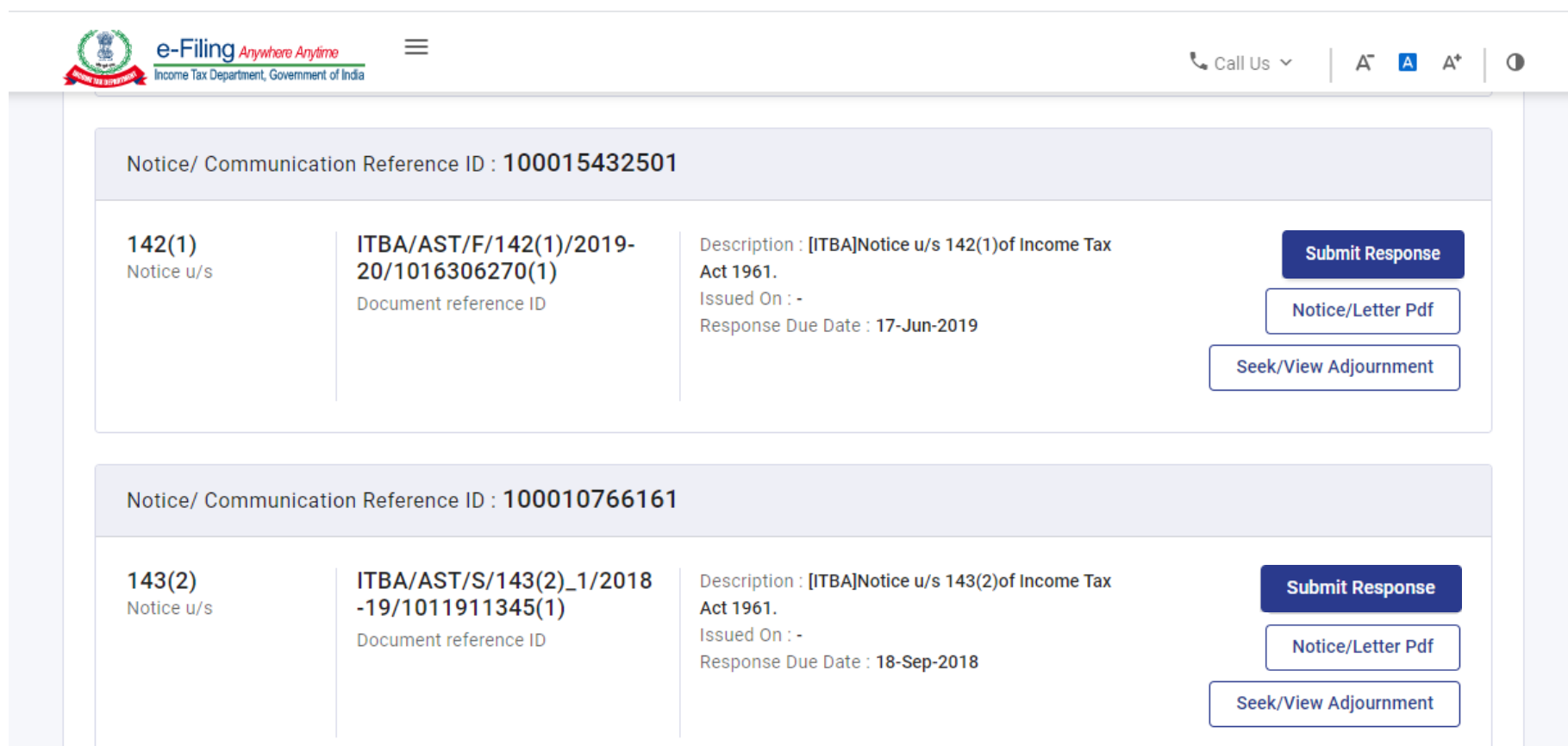
142(1) Notice u/s	ITBA/AST/F/142(1)/2018-19/1011737462(1) Document reference ID	Description : [ITBA]Notice u/s 142(1)of Income Tax Act 1961. Issued On : - Response Due Date : 10-Sep-2018	Submit Response Notice/Letter Pdf Seek/View Adjournment
-----------------------------	---	--	---

Notice/ Communication Reference ID : 100010483477

143(2) Notice u/s	ITBA/AST/S/143(2)/2018-19/1011341275(1) Document reference ID	Description : [ITBA]Notice under section 143(2) of the Income Tax Act, 1961 Issued On : - Response Due Date : 07-Sep-2018	Submit Response Notice/Letter Pdf Seek/View Adjournment
-----------------------------	---	---	---

Step By Step Guide

In order to see the details of any particular scrutiny notice under section 143(2), the assessee needs to click on the tab 'Notice/Letter Pdf'.



The screenshot displays the e-Filing portal interface for the Income Tax Department, Government of India. It shows two entries for notices under section 143(1) and 143(2). Each entry includes a 'Notice/ Communication Reference ID', a 'Document reference ID', a 'Description', 'Issued On' date, and 'Response Due Date'. Action buttons for 'Submit Response', 'Notice/Letter Pdf', and 'Seek/View Adjournment' are provided for each notice.

Section	Notice/ Communication Reference ID	Document reference ID	Description	Issued On	Response Due Date	Action Buttons
142(1)	100015432501	ITBA/AST/F/142(1)/2019-20/1016306270(1)	[ITBA]Notice u/s 142(1)of Income Tax Act 1961.	-	17-Jun-2019	Submit Response, Notice/Letter Pdf, Seek/View Adjournment
143(2)	100010766161	ITBA/AST/S/143(2)_1/2018-19/1011911345(1)	[ITBA]Notice u/s 143(2)of Income Tax Act 1961.	-	18-Sep-2018	Submit Response, Notice/Letter Pdf, Seek/View Adjournment

Step By Step Guide

Step 3 : Downloading the 'Scrutiny Assessment Notice' under section 143(2):

By clicking on the tab 'Notice/Letter Pdf', the assessee will be able to see a 'computer generated communication' issued by the Assessing Officer.

Under the New Faceless Assessment Scheme, 2019, the Notice under section 143(2) of the Act is not issued by the jurisdictional Assessing Officer of the assessee but by the National e-Assessment Centre (NeAC).

The downloaded real time Notice issued under section 143(2) of the Act as per Computer Aided Scrutiny Selection (CASS) looks like as under:



भारत सरकार/ GOVERNMENT OF INDIA
 वित्त मंत्रालय/ MINISTRY OF FINANCE
 आयकर विभाग/ INCOME TAX DEPARTMENT
 विहित आयकर प्राधिकारी का कार्यालय / Office of the Prescribed Income-Tax Authority

सेवा में/ To,	 JA232186608IN	
---------------	--	--

स्थायी लेखा संख्या/ PAN:	निर्धारण वर्ष/ AY: 2018-19	नोटिस संख्या / Notice No.: ITBA/AST/S/143(2)/2019-20/1018195062(1)	दिनांक/ Dated: 22/09/2019
--------------------------	-------------------------------	---	------------------------------

आयकर नियम 1962 के नियम 12 इ के साथ पठित आयकर अधिनियम 1961 की धारा 143 (2) के अधीन नोटिस
Notice under section 143(2) of the Income-tax Act, 1961 read with Rule 12 E of Income Tax Rules, 1962

संवीक्षा (जांच) (कंप्यूटर आधारित संवीक्षा चयन)
Scrutiny (Computer Aided Scrutiny Selection)

प्रिय करदाता,
 Dear Taxpayer,

आपके द्वारा निर्धारण वर्ष 2018-19 के लिए दिनांक, 31/03/2019 को प्राप्त सं. 457934091310319 के तहत आयकर विवरणी दायित्व करने के लिए आपको धन्यवाद।
 Thank you for filing your return of income for Assessment Year 2018-19 vide Ack. no. 457934091310319 on 31/03/2019.

2. विवरणिका को तैयार करने में आपके ध्यान एवं परिश्रम को स्वीकार करते हुए, कुछ मुद्दों पर और स्पष्टीकरण की आवश्यकता है, जिनके कारण आपकी आय विवरणिका को संवीक्षा (जांच) के लिए चुना गया है, ये मुद्दे प्रारंभ में निम्नानुसार हैं:
 2. While acknowledging the care and diligence you may have taken in preparing the return, there are certain issues which need further clarification, for which your return of Income has been selected for scrutiny and such issues initially are as under:

S. No. Issues

- I. Unsecured Loans
- II. Income from Real Estate Business

Step By Step Guide

Step 4 : Filing of 'e-Response' within 15 days of receipt of Notice under section 143(2) of the Act. Under the 'Faceless Assessment Scheme 2019', the assessee is required to file his 'e-Response' to the notice under section 143(2) of the Act issued by NeAC, within 15 days of the receipt of such notice. For the purpose of filing/furnishing a 'reply' in response to a notice under section 143(2), the assessee needs to click on the tab 'Submit Response' as shown below:

On clicking on the hyperlink 'Submit', the assessee will be able to see the page containing the following



The screenshot displays the e-Filing portal interface for the Income Tax Department, Government of India. The page shows a notice under section 143(2) with the following details:

Section	Document Reference ID	Description	Issued On	Response Due Date
143(2) Notice u/s	ITBA/AST/S/143(2)/2019-20/1018195062(1)	[ITBA]Notice u/s 143(2)of Income Tax Act 1961.	-	07-Oct-2019

The 'Submit Response' button is highlighted with a red box. Other visible buttons include 'Seek/View Adjournment' and 'Notice/Letter Pdf'.

Step By Step Guide

On clicking on the tab 'Submit Response', the assessee will be able to see the page containing the following details: -

- PAN
 - Proceeding Name
 - Assessment Year
 - Document Reference ID
 - Notice Section
 - Response Type- Partial/Full
 - Response/Remark
 - Choose File option to browse the Attachments
- Dropdown List for selecting the caption for the attachment
 - Add and Delete option to add tab for adding or deleting attachments
 - Declaration that the information furnished in statement/statements is correct and complete to the best of assessee's knowledge.
 - Continue and Back Option

Step By Step Guide

Step 5 : Practical Tips for Filing Effective Responses/Submissions to Scrutiny Notice under section 143(2) and Other Requisitions

- a. Submission of Partial Responses :** If the assessee is submitting its response on piecemeal basis, then he needs to choose 'response type' as 'partial'. Practically it is always advisable to opt for 'partial response' in order to enable filing of subsequent responses to the notice.
- b. Submission of Full Response :** If the submissions are made on piece meal basis, then there would be multiple partial responses. After which the Assessee can submit Full Response

Step By Step Guide

Login to e-filing portal



Select '**e-proceedings**' tab under Pending Actions



The new page displays all the 'assessment notices' under section 143(1)(a)/143(2)/148, for different assessment years.

1

2

3



Select the Notice under section 143(2) to Respond:



Click view notices under Proceeding Name: "**Assessment Proceeding u/s 143(3)**"



Faceless Assessment Proceedings under section 143(3)

6

5

4



Click on the tab 'Notice/Letter Pdf' to view any particular scrutiny notice.

'e-Response' to the notice under section 143(2) of the Act issued by NeAC, shall be filed within 15 days of the receipt of such notice.

click on the tab 'Submit Response'

7

8

Filing of Form 35

Form 35 is available for use to any assessee / deductor aggrieved by an order of the Assessing Officer (AO). In such a case, the appeal can be filed against the order of the AO before the Commissioner of Income Tax (Appeals) using Form 35.

Step By Step Guide

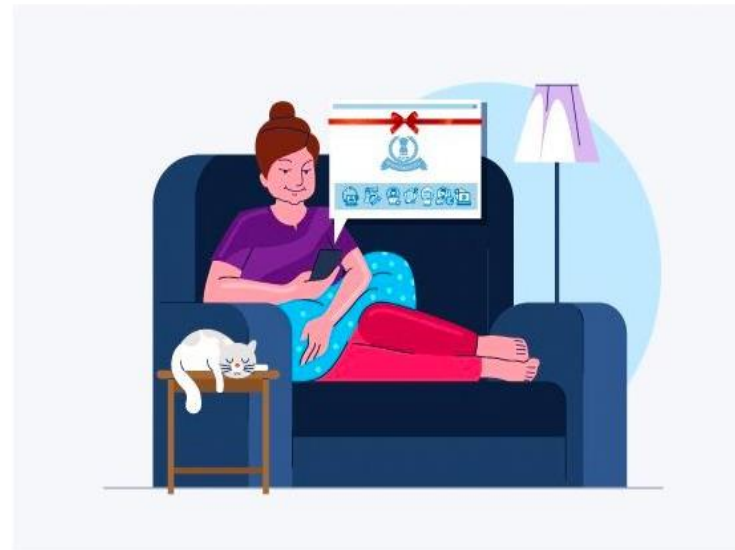
Step 1 : Log in to the e-Filing portal using your user ID and password.



e-Filing 2.0

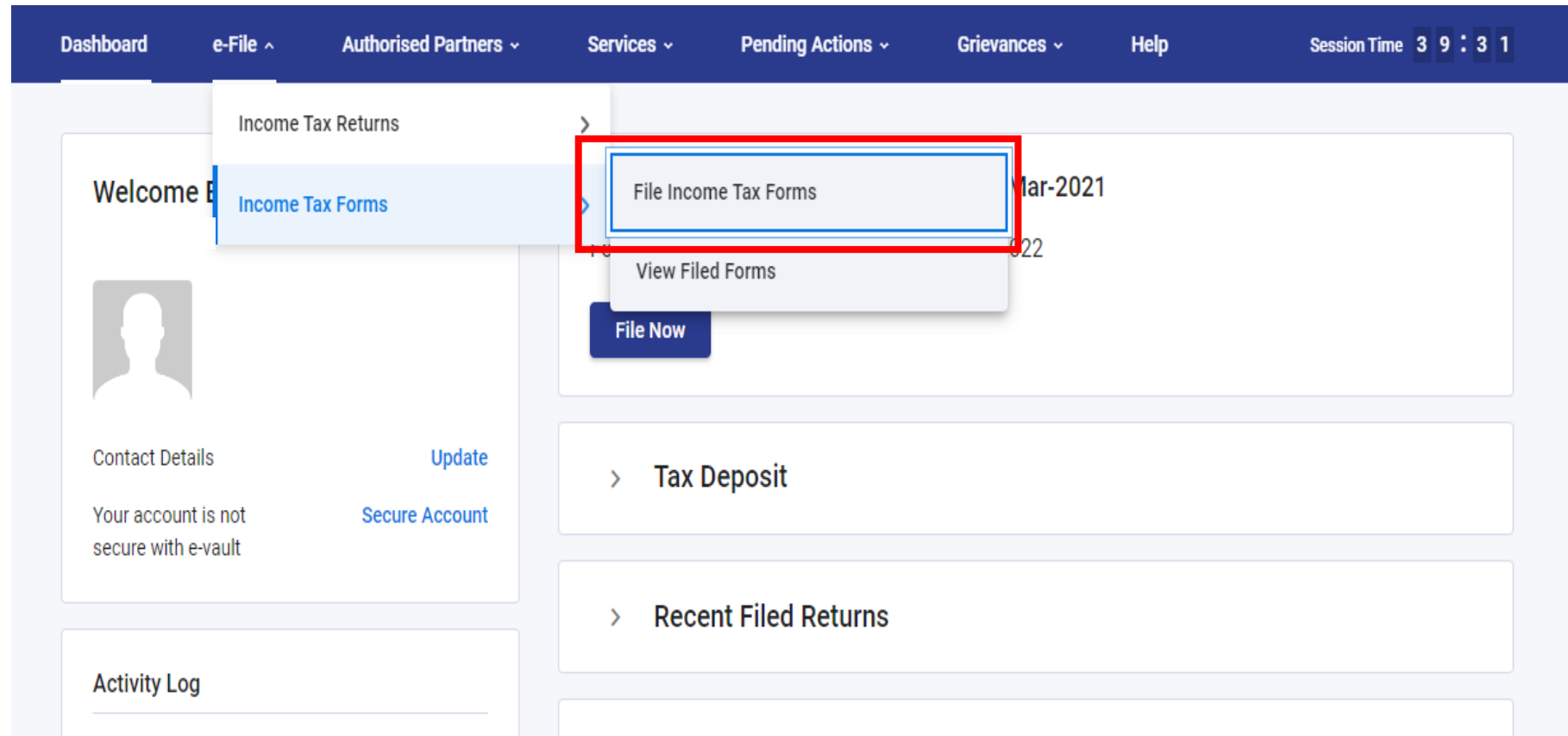
The all new portal with features that make e-Filing easier for you!

[View guided tour of the new portal](#)



Step By Step Guide

Step 2 : On your Dashboard page, click e-file > Income tax forms > File Income Tax Forms.



The screenshot displays the SBC e-file dashboard interface. At the top, a dark blue navigation bar contains the following menu items: Dashboard, e-File (with a dropdown arrow), Authorised Partners (with a dropdown arrow), Services (with a dropdown arrow), Pending Actions (with a dropdown arrow), Grievances (with a dropdown arrow), and Help. On the right side of this bar, the Session Time is shown as 3:09:31. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome' message, a user profile picture placeholder, and sections for 'Contact Details' (with an 'Update' link) and 'Your account is not secure with e-vault' (with a 'Secure Account' link). Below these is an 'Activity Log' section. The central and right portions of the dashboard feature a large white area with a light blue header. This area contains a dropdown menu for 'Income Tax Returns' with a right-pointing arrow. The dropdown menu is open, showing 'Income Tax Forms' (highlighted with a blue background and a red border) and 'View Filed Forms'. Below the dropdown is a blue 'File Now' button. To the right of the dropdown, the text 'Mar-2021' and '022' is visible. Below this main area, there are three more sections: 'Tax Deposit' (with a right-pointing arrow), 'Recent Filed Returns' (with a right-pointing arrow), and a partially visible section at the bottom.

Step By Step Guide

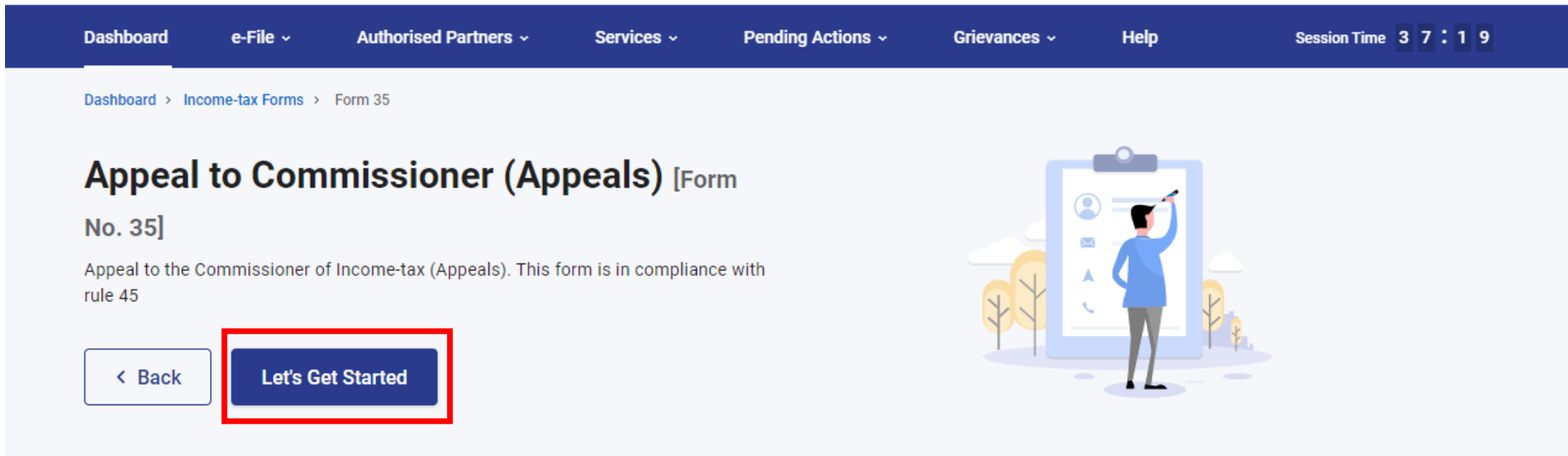
Step 3 : On the File Income Tax Forms page, select the Form 35.

Recently Filed Persons with Business/Professional Income Persons not dependent on any Source of Income(Source of Income not relevant)

<p>Deduction of tax at source Form 15CA</p> <p>Information to be furnished for payments to a non-resident not being ... Read More</p> <p>File Now</p>	<p>Appeals Form 35</p> <p>Appeal to the Commissioner of Income-tax (Appeals)</p> <p>File Now</p>
--	---

Step By Step Guide

Step 4 : On the Instructions page, Select the relevant assessment year, click continue and on the next page click Let's Get Started.



The screenshot displays the SBC portal interface. At the top, a dark blue navigation bar contains the following menu items: Dashboard, e-File (with a dropdown arrow), Authorised Partners (with a dropdown arrow), Services (with a dropdown arrow), Pending Actions (with a dropdown arrow), Grievances (with a dropdown arrow), and Help. On the right side of the navigation bar, the Session Time is shown as 3 7 : 1 9. Below the navigation bar, the breadcrumb trail reads: Dashboard > Income-tax Forms > Form 35. The main content area features the title 'Appeal to Commissioner (Appeals) [Form No. 35]' in a large, bold font. Below the title, a descriptive paragraph states: 'Appeal to the Commissioner of Income-tax (Appeals). This form is in compliance with rule 45'. At the bottom left of the main content area, there are two buttons: a white button with a left-pointing arrow and the text '< Back', and a dark blue button with the text 'Let's Get Started'. The 'Let's Get Started' button is highlighted with a red rectangular border. To the right of the text, there is an illustration of a person in a blue shirt standing next to a large digital screen displaying various icons (person, envelope, up arrow, phone) and a bar chart.

Step By Step Guide

Step 5 : On click of Let's Get Started, applicable order type shall be selected.

Dashboard e-File ▾ Authorised Partners ▾ Services ▾ Pending Actions ▾ Grievances ▾ Help Session Time 3 9 : 2 1

Dashboard > Income-tax Forms > Form 35

Appeal to Commissioner (Appeals) [Form No. 35]

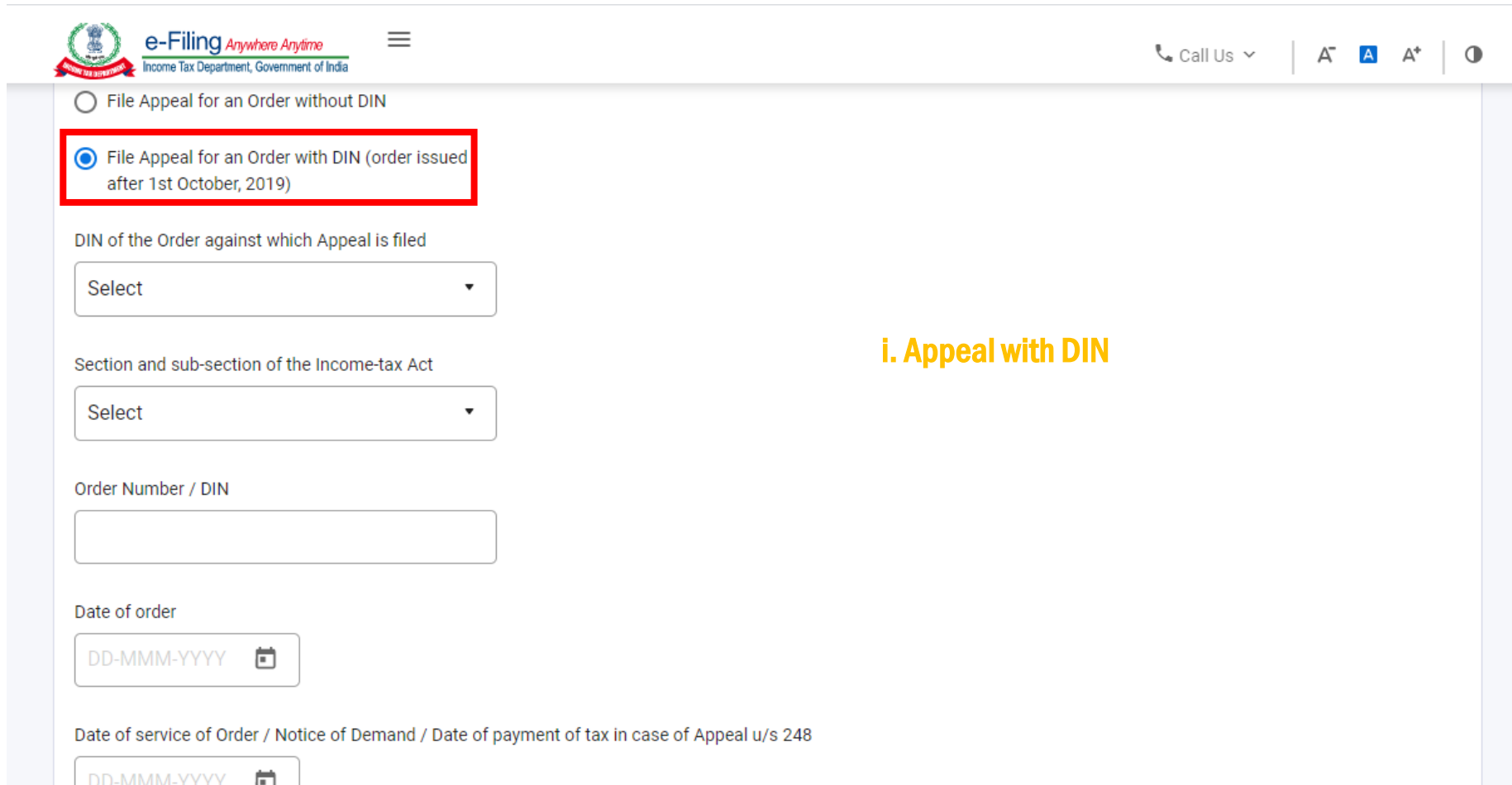
Appeal to the Commissioner of Income-tax (Appeals). This form is in compliance with rule 45

Select applicable Order type *

- File Appeal for an Order without DIN
- File Appeal for an Order with DIN (order issued after 1st October, 2019)

Appeal with DIN

Appeal can be filed with or without DIN. On clicking the respective order type following information has to be furnished.



The screenshot displays the e-Filing portal interface for filing an appeal. The header includes the Government of India logo, the text 'e-Filing Anywhere Anytime Income Tax Department, Government of India', and navigation icons for 'Call Us', font size adjustment, and a help icon. Two radio button options are presented: 'File Appeal for an Order without DIN' and 'File Appeal for an Order with DIN (order issued after 1st October, 2019)'. The second option is selected and highlighted with a red rectangular border. Below the selection, there are four input fields: a dropdown menu for 'DIN of the Order against which Appeal is filed', a dropdown menu for 'Section and sub-section of the Income-tax Act', a text input field for 'Order Number / DIN', and a date picker for 'Date of order' with the format 'DD-MMM-YYYY'. At the bottom, there is another date picker for 'Date of service of Order / Notice of Demand / Date of payment of tax in case of Appeal u/s 248' with the format 'DD-MMM-YYYY'.

i. Appeal with DIN

Appeal without DIN



Select applicable Order type *

File Appeal for an Order without DIN

File Appeal for an Order with DIN (order issued after 1st October, 2019)

Section and sub-section of the Income-tax Act

Select ▾

Order Number / DIN

Date of order

DD-MMM-YYYY



Date of service of Order / Notice of Demand / Date of payment of tax in case of Appeal u/s 248

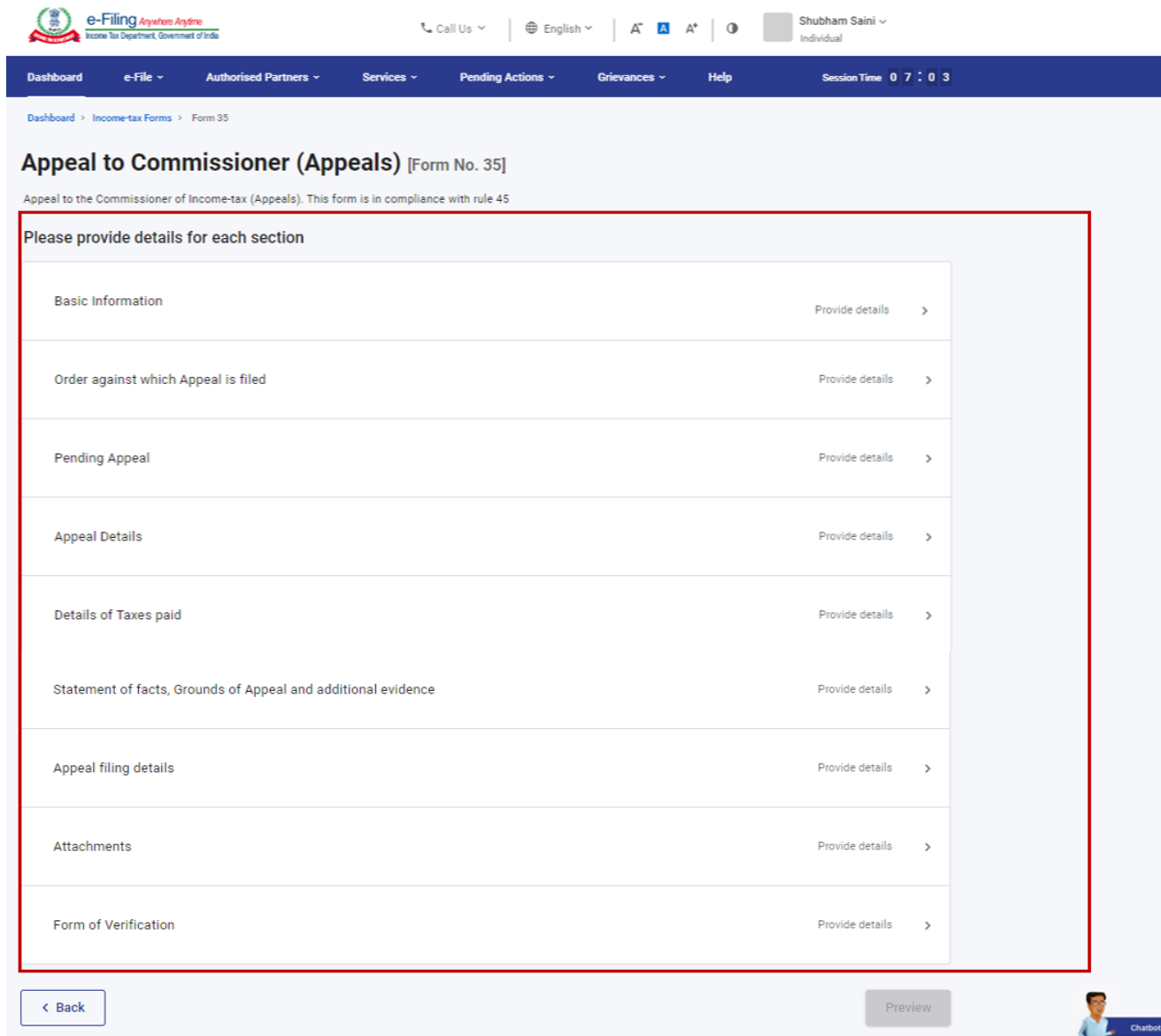
DD-MMM-YYYY



ii. Appeal without DIN

Sections to be filled

After selecting the order type nine
Sections to be filled before
submitting the form.



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

Call Us | English | A+ | A* | Shubham Saini | Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 07:03

Dashboard > Income-tax Forms > Form 35

Appeal to Commissioner (Appeals) [Form No. 35]

Appeal to the Commissioner of Income-tax (Appeals). This form is in compliance with rule 45

Please provide details for each section

Basic Information	Provide details >
Order against which Appeal is filed	Provide details >
Pending Appeal	Provide details >
Appeal Details	Provide details >
Details of Taxes paid	Provide details >
Statement of facts, Grounds of Appeal and additional evidence	Provide details >
Appeal filing details	Provide details >
Attachments	Provide details >
Form of Verification	Provide details >

< Back | Preview | Chatbot

Sections to be filled : 1.1 Basic Information

The Basic Information page is where you can review your personal information, including PAN and contact details. Contact details are pre-filled in the Form.

Basic Information

Please provide Basic Information

* Indicates mandatory fields

First Name	Middle Name	Last Name or Name of Entity
Full Name	-	PAN
Contact Information		
Mobile Number	Email Address TAXATION@BSCPL.NET	Address
Note: To update contact details, visit My Profile		
STD/ISD Code	Landline Number	
<input type="text"/>	<input type="text"/>	
Address to which notices may be sent to the appellant		
Edit		
TAN(if available)		
<input type="text"/>		
Whether notices/ communication may be sent on email? *		
<input checked="" type="radio"/> Yes <input type="radio"/> No		

Sections to be filled : 1.2 Order against which Appeal is filed



Assessment year in connection with which the appeal is preferred/ Enter financial year in case appeal is filed against an order where assessment year is not relevant

Select the relevant option *

Year Type Block period

Select year type * Select year *

Assessment Year 2018-19

Details of the order appealed against/Appeal u/s 248

Document Identification Number (DIN) *

Section and sub-section of the Income-tax Act *

Order Number *

Date of Order *

10-Jun-2020

Date of service of Order / Notice of Demand / Date of payment of tax in case of Appeal u/s 248 *

10-Jun-2020

Income-tax Authority passing the order appealed against *

-00

In the Order against which Appeal is filed page, you provide details of the Section and sub-section of the Income Tax Act and the order number.

Sections to be filled : 1.3 Pending Appeal

The Pending Appeal section provides details of your pending appeal, if any, from a previous Assessment Year (AY). You have the opportunity to review the information and edit as needed.

Dashboard e-File ▾ Authorised Partners ▾ Services ▾ Pending Actions ▾ Grievances ▾ Help Session Time 1 8 : 2 0

Dashboard > Income-tax Forms > Form 35

Pending Appeal

Please provide Pending Appeal

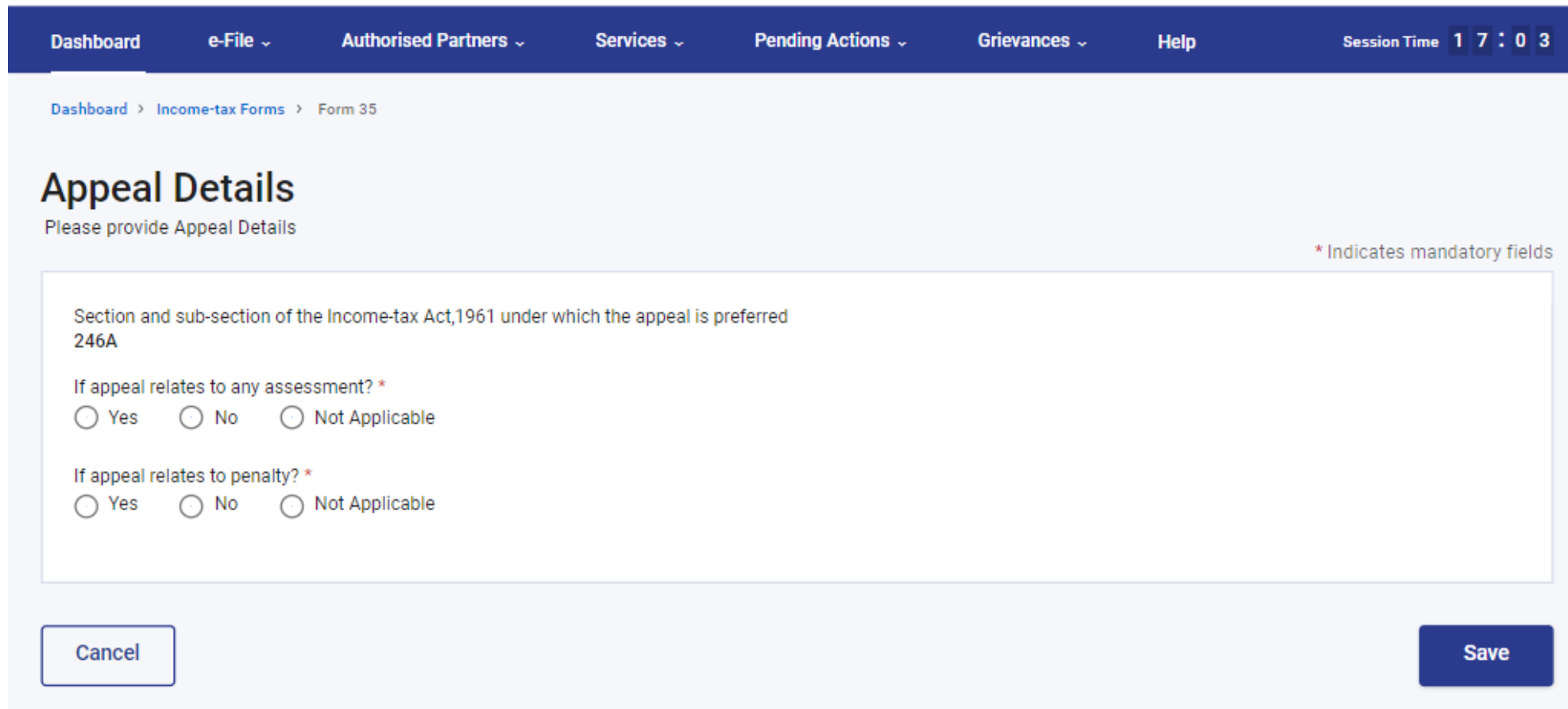
* Indicates mandatory fields

Whether an appeal in relation to any other assessment year/ financial year is pending in the case of the appellant with any Commissioner (Appeals)? *

Yes No

Sections to be filled : 1.4 Appeal Details

In the Appeal Details page, you can state if the appeal is relevant to assessment or penalty levied by the Income Tax Department.



The screenshot shows a web application interface for filing an appeal. At the top is a dark blue navigation bar with links for Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. A session timer shows 17:03. Below the navigation bar is a breadcrumb trail: Dashboard > Income-tax Forms > Form 35. The main heading is 'Appeal Details' with a sub-instruction 'Please provide Appeal Details'. A legend indicates that an asterisk (*) denotes mandatory fields. The form contains a text input field for the section and sub-section of the Income-tax Act, 1961, with '246A' entered. Below this are two sets of radio button options: 'If appeal relates to any assessment?' and 'If appeal relates to penalty?'. Both sets have 'Yes', 'No', and 'Not Applicable' options. At the bottom left is a 'Cancel' button and at the bottom right is a 'Save' button.

Dashboard > Income-tax Forms > Form 35

Appeal Details

Please provide Appeal Details

* Indicates mandatory fields

Section and sub-section of the Income-tax Act,1961 under which the appeal is preferred
246A

If appeal relates to any assessment? *

Yes No Not Applicable

If appeal relates to penalty? *

Yes No Not Applicable

Cancel Save

Sections to be filled : 1.5 Details of Taxes

The Details of Taxes paid page is where you provide details of tax you have paid for the relevant AY.

Dashboard e-File ↓ Authorised Partners ↓ Services ↓ Pending Actions ↓ Grievances ↓ Help Session Time 14:39

Dashboard > Income-tax Forms > Form 35

Details of Taxes paid

Please provide Details of Taxes paid * Indicates mandatory fields

Where a return has been filed by the appellant for the assessment year in connection with which the appeal is filed, whether tax due on income returned has been paid in full? *

Yes No Not Applicable

Where no return has been filed by the appellant for the assessment year, whether an amount equal to the amount of advance tax as per section 249(4)(b) of the Income-tax Act, 1961 has been paid? *

Yes No Not Applicable

If the appeal relates to any tax deductible under section 195 of the Income-tax Act,1961 and borne by the deductor, details of tax deposited under section 195(1)? *

Yes No Not Applicable

Sections to be filled : 1.6 Statement of facts, Grounds of Appeal and additional evidence



On the Statement of facts, Grounds of Appeal and additional evidence page you can provide the facts of your case in a short paragraph and on the grounds on what an appeal is being filed.

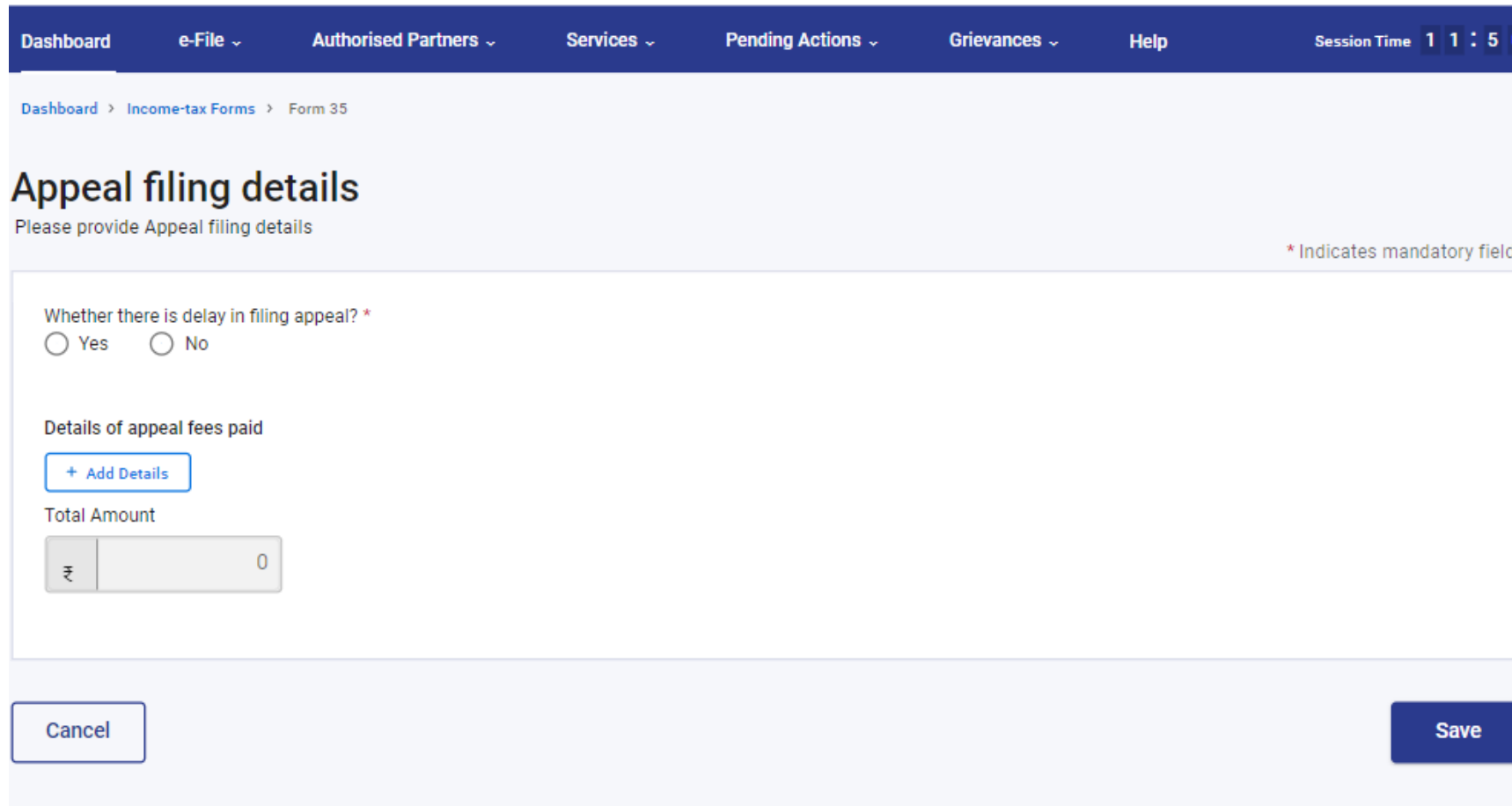
The screenshot shows the e-Filing portal interface for the Income Tax Department, Government of India. The page title is "Statement of facts, Grounds of Appeal and additional evidence". Below the title, there is a instruction: "Please provide Statement of facts, Grounds of Appeal and additional evidence". A note on the right side of the page states "* Indicates mandatory fields".

The form contains the following sections:

- Statement of Facts**
Facts of the case in brief(not exceeding 10000 characters) *
A large text area for entering the facts of the case. Below the text area, it shows "Remaining characters : 10000".
- List of documentary evidence relied upon ***
+ Add Details
Whether any documentary evidence other than the evidence produced during the course of proceedings before the Income-tax Authority has been filed in terms of Rule 46A? *
 Yes No
- List of documentary evidence relied upon**
+ Add Details
- Grounds of Appeal ***
+ Add Details

Sections to be filled : 1.7 Appeal filing details

The details of petition condonation (if there was a delay in filing the petition) and appeal fees is provided on the Appeal filing details page.



The screenshot shows the 'Appeal filing details' form within the SBC portal. The top navigation bar includes 'Dashboard', 'e-File', 'Authorised Partners', 'Services', 'Pending Actions', 'Grievances', and 'Help', along with a 'Session Time' of 1:1:50. The breadcrumb trail is 'Dashboard > Income-tax Forms > Form 35'. The form title is 'Appeal filing details' with the instruction 'Please provide Appeal filing details'. A note indicates '* Indicates mandatory fields'. The form contains a question 'Whether there is delay in filing appeal? *' with radio buttons for 'Yes' and 'No'. Below this is a section for 'Details of appeal fees paid' with a '+ Add Details' button. A 'Total Amount' field is shown with a currency symbol '₹' and the value '0'. At the bottom, there are 'Cancel' and 'Save' buttons.

Dashboard > Income-tax Forms > Form 35

Appeal filing details

Please provide Appeal filing details

* Indicates mandatory fields

Whether there is delay in filing appeal? *

Yes No

Details of appeal fees paid

+ Add Details

Total Amount

₹ 0

Cancel Save

Sections to be filled : 1.8 Attachments

In this section, copy of the order appealed against and the notice of demand has to be attached.

Attachments

Please provide Attachments

* Indicates mandatory fields

As per the inputs provided by you, please attach the following documents.

Notes :

- Size of each attachment should not exceed 5MB.
- All the attachments together cannot exceed 50MB.
- All attachments should be in PDF or ZIP (can contain only pdf) formats only.

Copy of order/intimation appealed against *

Attach File

Copy of Notice of demand *

Attach File

Documentary Evidence

Attach File

Documentary Evidence(Additional Evidence)

Attach File

Sections to be filled : 1.9 Form of Verification

Form of Verification page is a declaration from the assessee filing Form 35.

Dashboard e-File v Authorised Partners v Services v Pending Actions v Grievances v Help Session Time 09:25

Dashboard > Income-tax Forms > Form 35

Form of Verification

Please provide Form of Verification

* Indicates mandatory fields

I,

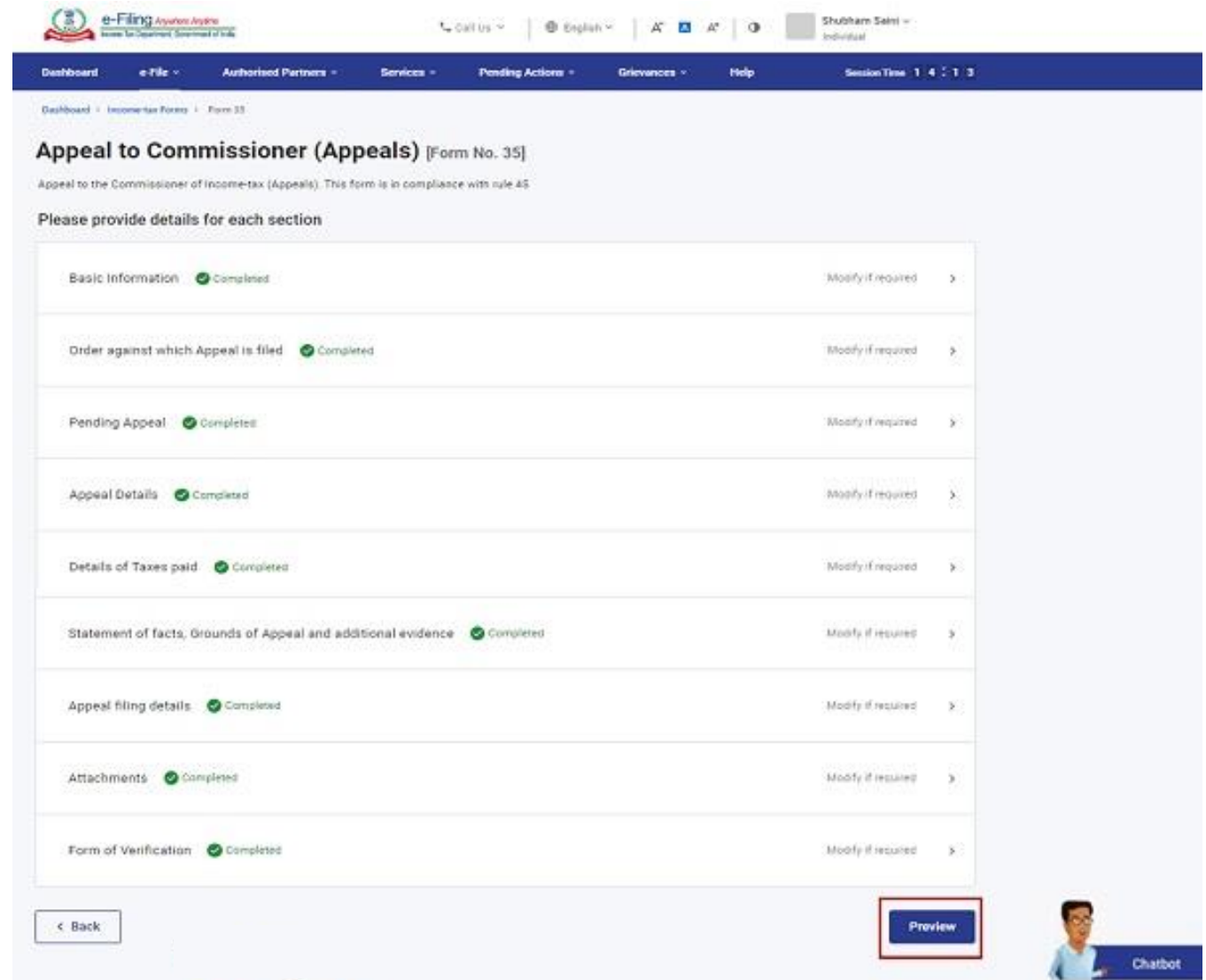
the appellant, do hereby declare that what is stated above is true to the best of my information and belief. It is also certified that no additional evidence other than the evidence stated in Statement of Facts above has been filed.

Date Place
106.200.140.30

Cancel Save

Sections to be filled : 1.9 Form of Verification contd.

On the Preview page, verify the details and click
Proceed to e-Verify.



Dashboard > Income-tax Forms > Form 35

Appeal to Commissioner (Appeals) [Form No. 35]

Appeal to the Commissioner of Income-tax (Appeals). This form is in compliance with rule 45

Please provide details for each section

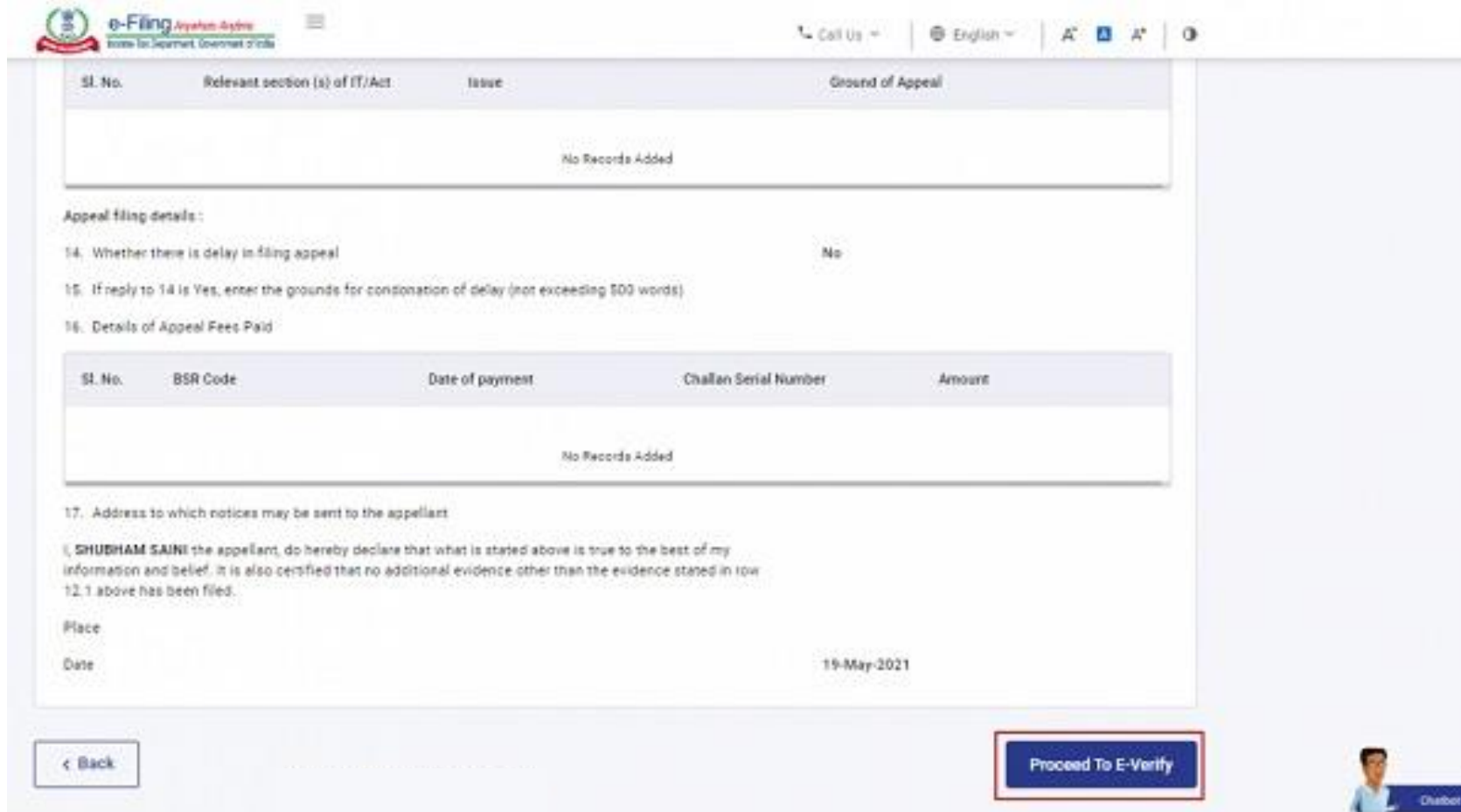
Basic Information ✔ Completed	Modify if required >
Order against which Appeal is filed ✔ Completed	Modify if required >
Pending Appeal ✔ Completed	Modify if required >
Appeal Details ✔ Completed	Modify if required >
Details of Taxes paid ✔ Completed	Modify if required >
Statement of facts, Grounds of Appeal and additional evidence ✔ Completed	Modify if required >
Appeal filing details ✔ Completed	Modify if required >
Attachments ✔ Completed	Modify if required >
Form of Verification ✔ Completed	Modify if required >

< Back Preview

Chatbot

Sections to be filled : 1.9 Form of Verification contd.

On the Preview page, verify the details and click Proceed to e-Verify.



e-Filing आपका आसना
 Ministry of Revenue, Government of India

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Sl. No.	Relevant section (s) of IT/Act	Issue	Ground of Appeal
No Records Added			

Appeal filing details:

14. Whether there is delay in filing appeal No

15. If reply to 14 is Yes, enter the grounds for condonation of delay (not exceeding 500 words)

16. Details of Appeal Fees Paid

Sl. No.	BSR Code	Date of payment	Challan Serial Number	Amount
No Records Added				


17. Address to which notices may be sent to the appellant

I, **SHUBHAM SAINI** the appellant, do hereby declare that what is stated above is true to the best of my information and belief. It is also certified that no additional evidence other than the evidence stated in row 12.1 above has been filed.

Place _____

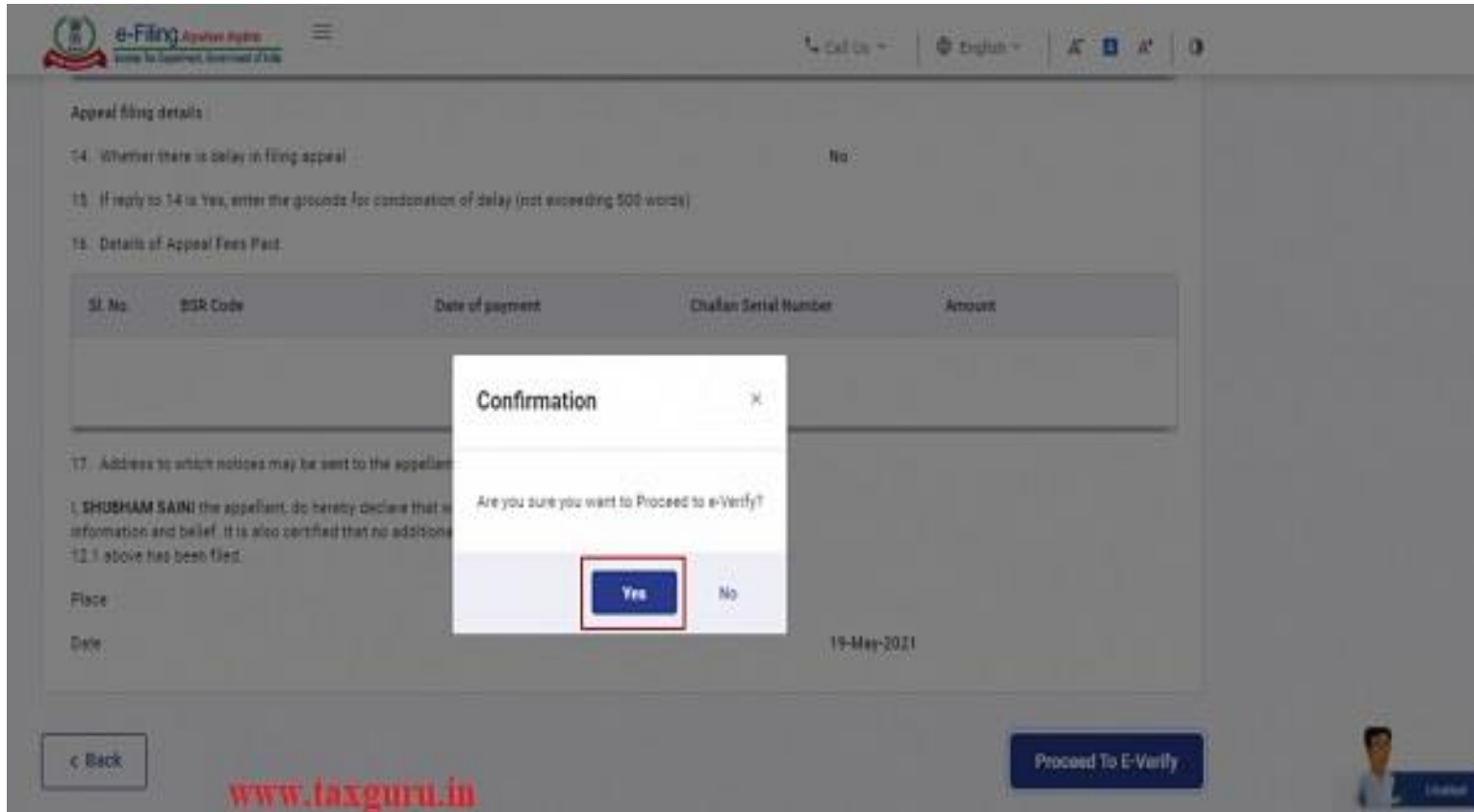
Date 19-May-2021

[← Back](#) **Proceed To E-Verify**

 Chatbot

Sections to be filled : 1.9 Form of Verification contd.

Click Yes to submit.



Confirmation

Are you sure you want to Proceed to e-Verify?

Yes No

19-May-2021

www.taxguru.in

Proceed To E-Verify

- On clicking Yes, you will be taken to the e-Verify page.
- After successful e-Verification, a success message is displayed along with a Transaction ID and Acknowledgement Receipt Number.
- Please keep note of the Transaction ID and Acknowledgement Receipt Number for future reference.
- An email confirming successful submission of your form is sent to the email ID and mobile number registered with the e-Filing portal

To summarize

Log in to the e-Filing portal using your user ID
and password.



click e-file



Click Income Tax Forms



File Income Tax Forms



Select the Form 35



Select the relevant assessment year, click continue and on the next
page click Let's Get Started.



Select applicable order type



Basic Information: A page where you can review your personal information, including PAN and contact details. Contact details are prefilled in the Form.



Order against which appeal is filed: provide details of the Section and sub-section of the Income Tax Act and the order number.



Pending Appeal: provide details of your pending appeal, if any, from a previous Assessment Year (AY).





Appeal Details: state if the appeal is relevant to assessment or penalty levied by the Income Tax Department.



Details of Taxes: provide details of tax you have paid for the relevant AY.



Statement of facts, Grounds of Appeal and additional evidence: provide the facts of your case in a short paragraph and on the grounds on what an appeal is being filed.



Appeal filing details: details of petition condonation (if there was a delay in filing the petition) and appeal fees is to be provided on the Appeal filing details page.



Attachments: copy of the order appealed against and the notice of demand has to be attached.





Form of Verification: declaration from the Assessee filing Form 35.



A success message shall be displayed along with a Transaction ID and Acknowledgement Receipt Number after successful e-Verification.



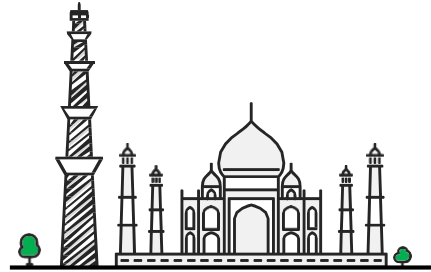
On the preview page verify the details and click Proceed to e-Verify.

Contact us



HYDERABAD

Suite 5, Level 3, Reliance Cyber
Ville,, Madhapur, Hitech City,
Hyderabad – 500081



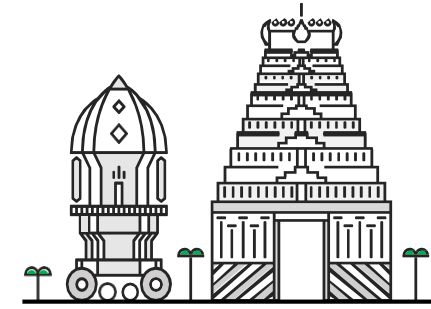
DELHI

C- 699A, 1st Floor, Sector-7, Palam
Extn., Dwarka, New Delhi, Delhi
110075



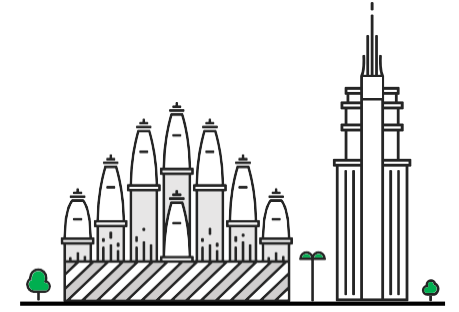
MUMBAI

Flat no.3, Plot no.226/227, Sion
East, Mumbai - 400022



CHENNAI

Old no 19, New no 13B, New
Bangaru colony first Street, KK
Nagar West, Chennai 600078



BANGALORE

90/1, 3rd Floor, Pasha South
Square, Rathavilas Road,
Basavangudi, Bangalore -
560004

Vizag: Level 3, Kupilli Arcade, Akkayyapalem, Visakhapatnam 530016,
Andhra Pradesh

Vijayawada: # 56-11-3, Sri Devi Complex, Y.V.R Street, MG Road, Patamata, Vijayawada, Andhra
Pradesh

Tirupati: H. No: 6-154/1, Syamala Nilayam, Near Water Tank, Akkarampalli, Tirupathi, Andhra Pradesh

Kurnool: #21, Top Floor, Skandanshi Vyapaar, New Bus Stand Road, Kurnool 518 003, Andhra
Pradesh

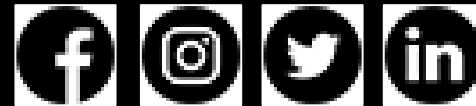


UAE Address: 2103, Bayswater Tower, Business Bay, Dubai,
UAE



USA Address: SBC LLC, 8 The Green, Suite A in the City
of Dover, Delaware - 19901

Thank You



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