

### 1 General Instructions

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

#### 1. Assessment Year for which this Return Form is applicable

This Return Form is applicable for assessment year 2013-2014 only, i.e., it relates to income earned in Financial Year 2012-13.

#### 2. Who can use this Return Form

This Return Form is to be used by an individual whose total income for the assessment year 2013-14 includes:-

- (a) Income from Salary/ Pension; or
- (b) Income from One House Property (excluding cases where loss is brought forward from previous years); or
- (c) Income from Other Sources (excluding Winning from Lottery and Income from Race Horses)

**NOTE** Further, in a case where the income of another person like spouse, minor child, etc. is to be clubbed with the income of the assessee, this Return Form can be used only if the income being clubbed falls into the above income categories.

#### 3. Who cannot use this Return Form

This Return Form should not be used by an individual whose total income for the assessment year 2013-14 includes:-

- (a) Income from more than one house property; or
- (b) Income from Winnings from lottery or income from Race horses; or
- (c) Income under the head "Capital Gains" E.g., short-term capital gains or long-term capital gains from sale of house, plot, shares etc.; or
- (d) Income from agriculture/exempt income in excess of Rs. 5,000; or
- (e) Income from Business or Profession; or
- (f) Loss under the head 'Income from other sources'; or
- (g) Person claiming relief of foreign tax paid under section 90, 90A or 91; or
- (h) Any resident having any asset (including financial interest in any entity) located outside India or signing authority in any account located outside India.

#### 4. Annexure-less Return Form

No document (including TDS certificate) should be attached to this Return Form. All such documents enclosed with this Return Form will be detached and returned to the person filing the return.

#### 5. Manner of filing this Return Form

This Return Form can be filed with the Income-tax Department in any of the following ways, -

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

Where the Return Form is furnished in the manner mentioned at 5(iii), the assessee should print out two copies of Form ITR-V.

**NOTE** One copy of ITR-V, duly signed by the assessee, has to be sent by post to - Post Bag No. 1, Electronic City Office, Bengaluru-560100, Karnataka. The other copy may be retained by the assessee for his record.

#### 6. Filling out the acknowledgment

Only one copy of this Return Form is required to be filed. Where the Return Form is furnished in the manner mentioned at 5(i) or at 5(iv), the acknowledgment slip attached with this Return Form should be duly filled.

#### 7. Obligation to file return

Every individual 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 deductions under Chapter VI-A are mentioned in Part C of this Return Form. The maximum amount not chargeable to income tax in case of different categories of individuals is as follows:-

Sl No.	Category	Amount
(i)	In case of individuals below the age of 60 years	₹ 2,00,000
(ii)	In case of individuals who are of the age of 60 years or more at any time during the financial year 2012-13	₹ 2,50,000
(iii)	In case of individuals who are of the age of 80 years or more at any time during the financials year 2012-13	₹ 5,00,000

### 2 Item by Item Instructions

Item	Explanation
<b>A1-A3</b>	Fill your First name, Middle name, Last name in A1, A2, A3 as per details entered in PAN Card
<b>A4</b>	Fill your Permanent Account Number. Make sure that you fill your PAN carefully. <b>NOTE</b> (1) Ensure that you enter PAN on the top of every page (2) In your PAN, first five and last one digit are alphabets and the remaining four digits are numerals.
<b>A5</b>	Fill your Gender, Male or Female
<b>A6</b>	Fill your Date of birth as per PAN Database Details <b>NOTE</b> Always fill your Date of Birth in DD/MM/YYYY Format as given in the form
<b>A7</b>	Fill in the Ward/Circle Example: Ward 15(1), Circle 14(1). You can also fill the full Assessing Officers Code, if known.
<b>A8-A14</b>	Fill in the Communication Address <b>NOTE</b> A8: Door No./Flat No., A10: Area/Locality and A14: PIN Code are mandatory. If you have changed your address please indicate the same, so that no communication from the department goes undelivered.
<b>A15</b>	Fill in your Email Address This is important for faster communication from / with the department.
<b>A16</b>	Fill in your own Mobile number in the first 10 digits. Fill in STD code in the next first 5 digits and then fill the phone number in the next 8 digits. This is important for faster communication from/with the department.
<b>A17</b>	Fill in the Mobile number of TRP or your representative who has prepared the return on your behalf. This is important for faster communication from/with the department.
<b>A18</b>	Shade the appropriate circle.

- Correct and Incorrect Filling methods for the circles are shown below

	CORRECT FILLING	INCORRECT FILLING
Correct	<input checked="" type="radio"/> A18 Fill in if you belong to	<input type="radio"/> Government <input type="radio"/> PSU <input type="radio"/> Others
Incorrect	<input type="radio"/> A18 Fill in if you belong to	<input checked="" type="radio"/> Government <input checked="" type="radio"/> PSU <input checked="" type="radio"/> Others
	<input type="radio"/> A18 Fill in if you belong to	<input checked="" type="radio"/> Government <input checked="" type="radio"/> PSU <input checked="" type="radio"/> Others

#### A19 Shade the appropriate circle.

Tax Payable Status	Shade Circle
Total Tax Payable (D9) < Total Prepaid Taxes (D13)	1
Total Tax Payable (D9) > Total Prepaid Taxes (D13)	2
Total Tax Payable (D9) = Total Prepaid Taxes (D13)	3

#### A20 Shade the appropriate circle. For non-residents certain deductions are not available (For more details, refer Income-tax Act, 1961)

<b>A21</b>	Shade the appropriate circle.	
	<b>How the return is filed</b>	<b>Shade Circle</b>
	Voluntarily on or before the due date under section 139(1)	1
	Voluntarily after the due date -under section 139(4)	2
	Revised return under section 139(5)	3
	In response to notice under section 142(1)	4
	In response to notice under section 148	5
	In response to notice under section 139(9) (defective return)	6
In response to notice under section 153A/ 153C	7	
<b>A22</b>	Exercise the option by shading the circle 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 in the column B2 (house property) and B3 (other sources). The balance share of income under these heads should be entered in the return of income of your spouse.	
<b>A23</b>	Provide the receipt number of Original return and date of filing of Original Return. It is mandatory for you to provide this detail in case of a revised/defective return, else the return will not be accepted by Income-tax Department.	
<b>B1</b>	Fill the details of salary/ pension as given in TDS certificate (Form 16) issued by the employer. However, if the income has not been computed correctly in Form No. 16, please make the correct computation and fill the same in this item. Further, in case there was more than one employer during the year, please furnish in this item the details in respect of total salaries from various employers. <b>NOTE</b> If Form 16 is not issued, compute as per Work Sheet-1 given in this instructions	
<b>B2</b>	Compute as per Work Sheet-2 given in this instructions <b>NOTE</b> If loss, mark the negative sign with in the brackets at left. Also specify by shading the circle as whether the house property is 'Self Occupied' or 'Let Out'.	
<b>B3</b>	Compute as per Work Sheet-3 given in this instructions <b>NOTE</b> Enter only if you have Income. If loss, please use ITR 2.	
<b>B4</b>	Add Items B1, B2, B3. If loss, mark the negative sign with in the brackets at left. However, this loss cannot be carried forward to next year using this form. Use ITR-2 for carry forward of Losses	
<b>C1</b>	Some of the major items for deduction under this section are- amount paid or deposited towards life insurance, contribution to Provident Fund set up by the Government, recognised Provident Fund, contribution by the assessee to an approved superannuation fund, subscription to National Savings Certificates, tuition fees, payment/ repayment for purposes of purchase or construction of a residential house and many other investments)(for full list, please refer to section 80C of the Income-tax Act) As provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and sub-section (1) of 80CCD shall not exceed one lakh rupees	
<b>C2</b>	Deduction in respect of contributions to certain pension funds. Limited to Rs.1,00,000/-	
<b>C3</b>	Deduction in respect of your contribution under a pension scheme notified by Central Government. <b>For Employees-</b> amount paid or 10% of salary, whichever is less <b>For Others-</b> amount paid or 10% of gross Total Income, whichever is less	
<b>C4</b>	Deduction in respect of contribution made by your employer to your account under a pension scheme notified by Central Government. <b>For Employees-</b> amount paid or 10% of salary, whichever is less	
<b>C5</b>	Investments made under notified equity savings investment scheme – Note Maximum deduction Rs. 25,000/-.	
<b>C6</b>	Deduction in respect of Medical Insurance Premium and contributions to CGHS Upper limit for 80D Deduction that can be claimed 1. Self , Spouse, Dependent Children(aggregate)- 15,000/- 2. Parents- 15,000/- 3. Senior Citizen- 20,000/-	
<b>C7</b>	Deduction in respect of maintenance including medical treatment of dependent who is a person with disability Upper Limit for 80DD Deduction 1. General — 50,000/- 2. Severe Disability — 1,00,000/-	
<b>C8</b>	Deduction in respect of medical treatment, etc. Upper limit for 80DDB Deduction that can be claimed 1. General- Actual or 40,000/- whichever is less 2. Senior Citizen-Actual or 60,000/- whichever is less	
<b>C9</b>	Deduction in respect of interest on loan taken for higher education	
<b>C10</b>	Deduction in respect of donations to certain funds, charitable institutions, etc. Compute as per Work Sheet-4.	
<b>C11</b>	Deduction in respect of rents paid Maximum Deduction 24,000/-	
<b>C12</b>	Deduction in respect of certain donations for scientific research or rural development	
<b>C13</b>	Deduction in respect of contributions given by any person to political parties	
<b>C14</b>	Deduction in respect of royalty on Patents – Note Actual or 3,00,000/- whichever is less.	
<b>C15</b>	Deduction in respect of royalty income etc. of author of certain books other than text books – Note – Actual or 3,00,000/- whichever is less.	
<b>C16</b>	Deduction in respect of interest on deposits in savings account – Note Maximum deduction Rs. 10,000/-	
<b>C17</b>	Deduction in case of a person with disability Upper Limit for 80U Deduction 1. General —' 50,000/- 2. Severe Disability —' 1,00,000/-	
<b>C18</b>	Add C1 to C17	
<b>C19</b>	Subtract C18 from B4 and enter the corresponding amount in C19. <b>NOTE</b> To carry forward loss in C19 use ITR 2	
<b>D1</b>	Compute as per tax computation table given in page 3 on Taxable Total Income(C19)	
<b>D2</b>	Calculate the education cess including secondary and higher education cess at the rate of three per cent of D1	
<b>D3</b>	D3 = D1 + D2	
<b>D4</b>	Claim the relief, if any, allowable under section 89 in respect of arrears or advances of salary received during the year.	
<b>D5</b>	D5 = D3-D4	
<b>D6</b>	Calculate 234A interest according to the provisions of Income-tax Act 1961 and enter the amount in D6	
<b>D7</b>	Calculate 234B interest according to the provisions of Income-tax Act 1961 and enter the amount in D7	
<b>D8</b>	Calculate 234C interest according to the provisions of Income-tax Act 1961 and enter the amount in D8	
<b>D9</b>	D9 = D5 + D6 + D7 + D8	
<b>D10</b>	Add the relevant Advance Tax details given in Column iv of Schedule IT and write the amount in D10	

<b>D11</b>	Add the relevant Self-Assessment Tax details given in Column iv of Schedule IT and write the amount in D11	<b>D16 to 19</b>	It is mandatory for you to provide the Bank details in all situations irrespective of whether you have refund or not. For direct deposit of refund into bank the account number should be 11 digits or more as per Core Banking Solution (CBS) system of the Bank. Please quote the IFSC code of the bank if you desire to receive the refund through electronic clearing system (ECS).
<b>D12</b>	Add the relevant TDS deducted given in Column iv of Schedule TDS1 and Column vi of Schedule TDS2 and write the amount in D12. Verify your TDS & Tax payment details using FORM 26AS	<b>D20</b>	Please enter details of all exempt incomes e.g., Dividend Income, Income from agriculture etc. not exceeding Rs. 5,000/-. Use ITR 2 if exempt income is greater than Rs. 5,000/-. Compute as per Work Sheet-5 given in this instructions
<b>D13</b>	Add D10, D11 and D12		
<b>D14</b>	If D9 is greater than D13, then fill the amount of Tax Payable in D14. Note : Shade the Tax Payable Circle in A19. If D13 is equal to D9, then fill '0' in D14. This will indicate that there is zero Tax Balance		
<b>D15</b>	If D13 is greater than D9, then fill the amount of Refund in D15 Shade the Tax Refundable Circle in A19		

## Tax Computation Table

(i) In case of every individual (other than resident individual who is of the age of 60 years or more at any time during the financial year 2012-13) -

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 2,00,000	Nil
2 Between ₹ 2,00,001 – ₹ 5,00,000	10% of income in excess of ₹ 2,00,000
3 Between ₹ 5,00,001 – ₹ 10,00,000	₹ 30,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 10,00,000	₹ 1,30,000 + 30% of income in excess of ₹ 10,00,000

(ii) In case of resident individual who is of the age of 60 years or more but less than 80 years at any time during the financial year 2012-13-

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 2,50,000	Nil
2 Between ₹ 2,50,001 – ₹ 5,00,000	10% of income in excess of ₹ 2,50,000
3 Between ₹ 5,00,001 – ₹ 10,00,000	₹ 25,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 10,00,001	₹ 1,25,000 + 30% of income in excess of ₹ 10,00,000

(iii) In case of resident individual who is of the age of 80 years or more at any time during the financial year 2012-13-

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 5,00,000	Nil
2 Between ₹ 5,00,001 – ₹ 10,00,000	20% of income in excess of ₹ 5,00,000
3 Above ₹ 10,00,001	₹ 1,00,000 + 30% of income in excess of ₹ 10,00,000

**Verification** Please complete the Verification Section and Sign in the box given. Without a valid signature, your return will not be accepted by the Income-tax Department

**TRP Details** This return can be prepared by a Tax Return Preparer (TRP) also in accordance with the Tax Return Preparer Scheme, 2006 dated 28th November, 2006. If the return has been prepared by him, the relevant details have to be filled by him and the return has to be countersigned by him in the space provided in the said item.

**Sch IT** Please enter details of tax payments, i.e., advance tax and self-assessment tax made by you.  
NOTE If you have more than five Self Assessment and Advance Tax details to be entered, then fill Supplementary Schedule IT and attach the same with the return.

**Sch TDS 1** Please furnish the details in accordance with Form 16 issued by the employer(s) in respect of salary income. Further in order to enable the Income Tax Department to provide accurate, quicker

and full credit for taxes deducted at source, the taxpayer must ensure to quote complete details of every TDS transaction. If you have more than four Form 16 details to be entered, then fill Supplementary Schedule TDS1 and attach the same with the return

**Sch TDS 2** (i) Please furnish the details in accordance with Form 16A issued by a person in respect of interest income and other sources of income.  
(ii) All the tax deductions at source made in the current financial year should be reported in the TDS scheduled  
(iii) "Unique TDS Certificate Number". This is a six digit number which appears on the right hand top corner of those TDS certificates which have been generated by the deductor through the Tax Information Network (TIN) Central System.  
(iv) "Deducted Year" means in which tax has been deducted. In this column fill up the four digits of relevant financial year. For example, if the deduction has been made by the deductor in the financial year 2012-13 fill up 2012 in the designated space.  
Note: If you have more than four Form 16A details to be entered, then fill supplementary Schedule TDS2 and attach the same with the return.

# 4 Worksheet 1 and 2

## WORKSHEET-1: How to Compute Salary Income

**NOTE**⇒ In the case of salaried employees, perquisites have to be valued in accordance with the notification No. SO.3245(E) dated 18.12.2009 , for the purposes of including their value in the salary income.

NAME OF THE EMPLOYER

TAN of Employer

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SALARIES

- 1 **Gross Salary**
  - a) Salary as per provisions contained in section 17(1) **1a**   
**NOTE**⇒ Transfer item 1a of Form 16
  - b) Value of Perquisites ( as per Form No. 12BB) **1b**   
**NOTE**⇒ Transfer item 1b of Form 16
  - c) Profit in lieu of Salary ( as per Form No. 12BB) **1c**   
**NOTE**⇒ Transfer item 1c of Form 16
  - d) Total ( 1a+1b+1c) **1d**
- 2 Allowances exempt u/s 10 **2**   
**NOTE**⇒ Transfer item 2 of Form 16
- 3 Gross Salary after Allowances ( 2-3) **3**   
**NOTE**⇒ Transfer item 3 of Form 16
- 4 Total Deductions **4**   
**NOTE**⇒ (1) Transfer item 5 of Form 16  
 (2) Add Standard Deduction, Entertainment Allowance and Tax on Employment to get Total Deductions
- 5 Income Chargeable under the head 'Salaries' ( 3-4) **5**

**NOTE**⇒ Maintain a worksheet for each employee and then add row 5 of all employers and transfer the amount to B1 in the SAHAJ Form

## WORKSHEET-2: How to Compute Income from House Property

**NOTE**⇒ If you have reported your interest on Housing Loan in item 7 of Form 16, then you can fill item 1g in the worksheet given below and transfer the same to B2. Ensure to fill a negative sign in the brackets given at the left in B2

HOUSE PROPERTY

- 1 **House Property**
  - (a) Annual lettable value/ rent received or receivable (higher if let out for whole of the year, lower if let out for part of the year) **1a**
  - (b) The amount of rent which cannot be realized **1b**
  - (c) Tax paid to local authorities **1c**
  - (d) Total (1b + 1c) **1d**
  - (e) Balance (1a – 1d) **1e**
  - (f) 30% of 1e **1f**
  - (g) Interest payable on borrowed capital (restricted to Rs 1,50,000 if NOT 'Let Out') **1g**
  - (h) Total (1f + 1g) **1h**
  - (i) Income from house property 1 (1e – 1h) **1i**
- 2 **Income under the head "Income from house property"**
  - (a) Rent of earlier years realized under section 25A/AA **2a**
  - (b) Arrears of rent received during the year under section 25B after deducting 30% **2b**
  - (c) To be mentioned in Item B2 of this Return Form → Total Income from House Property (2a+ 2b + 1i) **2c**

**NOTE**⇒ Please include the income, if any, of specified persons such as minor children while computing the income under this head, if property is in their name

# 4 Worksheet 3,4 and 5

## WORKSHEET-3: How to Compute Income from Other Sources

OTHER SOURCES

**1** Income other than from owning race horse(s):-

(a) Taxable Dividends, Gross **1a**

(b) Interest, Gross **1b**

(c) Rental income from machinery, plants, buildings etc, Gross **1c**

(d) Others, Gross **1d**

(e) Total (1a + 1b + 1c + 1d) **1e**

(f) Deductions under section 57:-

(i) Expenses **fi**

(ii) Depreciation **fii**

(iii) Total **fiii**

**2** To be mentioned in Item B3 of this Return Form → Total Income from other sources (1e – fiii) **2**

**NOTE**⇒ Please include the income, if any, of specified persons such as minor children while computing the income under this head, if FD etc is in their name.

## WORKSHEET-4: How to Compute deductions under section 80G

DETAILS OF DONATIONS

**A** Donations entitled for 100% deduction (eg Prime Minister's National Relief Fund)

Name of donee	Amount of donation
(i) <input type="text"/>	<b>Ai</b> <input type="text"/>
(ii) <input type="text"/>	<b>Aii</b> <input type="text"/>
(iii) Total	<b>Aiii</b> <input type="text"/>

**B** Donations entitled for 50% deduction where donee not required to be approved under section 80G(5) (vi) (eg Prime Minister's Drought Relief Fund)

Name of donee	Amount of donation
(i) <input type="text"/>	<b>Bi</b> <input type="text"/>
(ii) <input type="text"/>	<b>Bii</b> <input type="text"/>
(iii) Total	<b>Biii</b> <input type="text"/>

**C** Donations entitled for 50% deduction where donee is required to be approved under section 80G(5) (vi) (eligible donation is restricted to 10 % of Total Income after other deductions)

Name and address of donee	Amount of donation
(i) <input type="text"/>	<b>Ci</b> <input type="text"/>
(ii) <input type="text"/>	<b>Cii</b> <input type="text"/>
(iii) Total	<b>Ciii</b> <input type="text"/>

**D** To be mentioned in Item C9 of this Return Form → Total Deduction under Section 80 G = {100% of Aiii + 50 % of Biii + 50% of [Maximum of 10% of Total Income After Other Deductions ((Item B4 – Sum of Items (C1 to C13 except C9) or (Ciii))} **D**

## WORKSHEET-5: How to Compute Exempt Income

EXEMPT INCOME

How to compute Exempt Income (Income not to be included in Total Income)

**1** Interest income **1**

**2** Dividend income **2**

**3** Net Agriculture income (not exceeding Rs. 5,000) **3**

**4** Others, including exempt income of minor child **4**

**5** To be mentioned in Item D19 of this Return Form → Total (1+2+3+4) **5**