



Income Tax Service Manual




Processing of a Income Tax Transaction

On Successful login of VLE to CSC Portal, a new service “**Income Tax Filing**” is shown under VLE Services.

The screenshot displays the APNA CSC portal interface. At the top, there is a navigation bar with the following categories: G2C Services, B2C Services, Educational Services, Health, Financial Inclusion, Training, Other Services, Community, and My Account. Below this, a 'Home' link is visible. The main content area shows a welcome message: 'Welcome vadamanagalam,' with a 'Log Out' link on the right. A dropdown menu is open under 'VLE Services', listing various services. The 'Income Tax Filing' link is highlighted with a red box. Other services listed include Agricultural Services (mKisan Registration, Farmer Query System, Farmers Feedback), B2C Services (DataCard Recharge, DTH Recharge, CSC Bazaar, Mobile Bill Payments, Mobile Recharge, BSFL Loan, Life Insurance Premium Payment, Red Bus - Bus Ticket Booking, Apollo Telemedicine, CSC Rozgaar Duniava, CSC Travel, Bus India, PVC Card Order), Education Related Services (NIELIT Services, NIOS Online Admission, NIOS Registration for Examination, Basic Computer Course), Free Services (eCourts, Online Results, Market Prices, Weather Information, Apply for Mandatory Free CCC Examination), Health (CSC Health Service Information), Education (NDLM - Anganwadi/ASHA/Ration Dealer Registration), Information Zone (Create Digital Locker, Kiosk Banking, Insurance, Pension), and Recharge Test via PG (Mobile Recharge Test, DTH Recharge Test, DataCard Recharge Test, Bill Payment Test, Money Transfer Test).


Click on the “**Income Tax Filing**” link to get into the Service.

Click on the **“Download Application Form”** to get a copy of the Application form.



VLE Code : PY010100516

Incase of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in





DOWNLOAD APPLICATION FORM
INCOME TAX FILING-UPLOAD
TRANSACTIONS
SERVICE TRAINING MANUAL

Process of IT Service



1. Citizen who wishes to file the Income Tax Return will approach the CSC Centre.
2. CSC Centre shall provide the pre-printed Income Tax Service Application to Citizen for filling the same and apply for the Income Tax Service. (To download the Application, Click on "Download Application Form" link)
3. While filling the Application, Citizen/VLE can contact Tax Genius Customer Care directly in case of any Clarifications. (Tax Genius Helpline: 08099800800.)
4. Citizen submits the filled-in Application form at CSC Centre.
5. **Processing at CSC Centre:**
 - a) CSC scans the IT Service Application form and other documents if any into a single PDF file.
 - b) CSC clicks on "Income TaxFiling-Upload" link available in the landing page, fills in mandatory Customer information(Name, PAN, Date of Birth, etc.) and uploads the scanned PDF file.
 - c) Transaction will be completed and payment will be processed through CSC PG
 - d) On Receipt of Cash from Citizen, CSC Provides the Transaction Receipt to Citizen
6. Tax Genius process the Application within **10 working days** by directly interacting with the Citizen. In case of any process Rejections, Tax Genius informs the Citizen and MIS reports will be shared to CSC.
7. Application Processing Status will be intimated to Citizen through SMS and Email. Alternatively, Citizen can enquire the status of IT Application through Tax Genius Customer Care.
8. Once the Application is processed at Tax Genius, Acknowledgements will be sent across to Citizens Email ID and CSC centre. Upon Citizens request, CSC centre has a provision to download the acknowledgements from Transactional Reports

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Take a print of the just downloaded Application form.

		APPLICATION FORM (For Filing of Income Tax Return)			
(Incase of any queries call our Customer Care Number) Fields marked with * are Mandatory					
Name *					
Father's Name *					
Date of Birth *		/		/	
PAN *					
Address *					
					PIN Code *
State					
Mobile No. *					
Email *					
ANNUAL INCOME DETAILS					
(If not sure about particulars, leave this Section blank. Our Professional will Call You for full Information)					
Select Assessment Year. *	AY 2014-15 (01-04-2013 to 31-03-2014)		<input type="checkbox"/>	AY 2015-16 (01-04-2014 to 31-03-2015)	
Select one or more Sources of Income	<input checked="" type="checkbox"/>	Salary Income (As per Form 16)	<input type="checkbox"/>	Income from House Property	<input type="checkbox"/>
				Business or Professional	<input type="checkbox"/>
				Income Capital Gains	<input type="checkbox"/>
				Income from Other Sources	<input type="checkbox"/>
Annual Income (INR)	₹			₹	
				₹	
DEDUCTIONS AND OTHER INFORMATION					
Select one or more Deductions/ Exemptions	<input checked="" type="checkbox"/>	Medical / Health Insurance	<input type="checkbox"/>	Life Insurance / Term Deposits	<input type="checkbox"/>
				PF / PPF/ NSC / TDR	<input type="checkbox"/>
				House Rent Paid	<input type="checkbox"/>
				Children School Fee	<input type="checkbox"/>
Amount INR	₹			₹	
Select appropriate Head	<input checked="" type="checkbox"/>	Agricultural Income	<input type="checkbox"/>	Housing Loan Principal Paid	<input type="checkbox"/>
				Interest On Housing Loan	<input type="checkbox"/>
				Donations paid If Any	<input type="checkbox"/>
				TDS or Advance Tax Paid	<input type="checkbox"/>
Amount INR		₹		₹	
				₹	
BANK DETAILS					
Bank Account Number *					
Name of Bank *			* Type of A/C	<input checked="" type="checkbox"/>	Savings Bank A/C. <input type="checkbox"/>
					Current Account <input type="checkbox"/>
IFSC CODE (Verify your Checkbook or Bank Passbook for this Code) *					
NOTE					
Salaried Employees shall attach the copy of the Form 16 to this Application. After submission of Application at CSC Center, Tax Genius Professional calls the Applicant for collecting full information for further processing. Income Tax Return will be filed within 10 working days subject to receipt of required information from Applicant. E-filing Acknowledgements will be send to Applicant's email ID or they can be collected from Concerned CSC Center.					
(Remarks If any)			(Signature of the Applicant) *		
Regd. Office: M/s. Tax Genius LLP, 5-7-1/599, Plot No. 599WP, First Floor, Hariharapuram, Vanasthalipuram, Hyderabad-500070. Email: info@taxgenius.co.in www.taxgenius.co.in Customer Care: 08099800800					

Here is an example prescribed for you in filling up the Application form.

SAMPLE APPLICATION FILLED IN RED COLOUR																					
		APPLICATION FORM (For Filing of Income Tax Return)																			
(Incase of any queries call our Customer Care Number) Fields marked with * are Mandatory																					
Name *	VENKATA SOMASUNDARAM JAMMALAMADAKA																				
Father's Name *	VENKATA SUBRAHMANYAM JAMMALAMADAKA																				
Date of Birth *	0	4	/	0	7	/	1	9	8	4	PAN *	A	X	X	P	X	1	2	3	4	X
Address *	HOUSE NUMBER 9-3-3, GOWTHAMI NAGAR, LIBRARY STREET, KOVVUR VILLAGE																				
WEST GODAVARI DISTRICT										PIN Code *		5	3	4	3	5	0				
State	ANDHRA PRADESH						Mobile No. *		9	3	9	3	6	6	8	8	8	8			
Email *	sundaram@gmail.com																				
ANNUAL INCOME DETAILS																					
(If not sure about particulars, leave this Section blank. Our Professional will Call You for full Information)																					
Select Assessment Year. *	AY 2014-15 (01-04-2013 to 31-03-2014)						<input type="checkbox"/>		AY 2015-16 (01-04-2014 to 31-03-2015)						<input checked="" type="checkbox"/>						
Select one or more Sources of Income	<input checked="" type="checkbox"/>	Salary Income (As per Form 16)	<input type="checkbox"/>	Income from House Property	<input type="checkbox"/>	Business or Professional	<input checked="" type="checkbox"/>	Income Capital Gains	<input type="checkbox"/>	Income from Other Sources	<input type="checkbox"/>										
Annual Income (INR)	₹				₹ 3,10,000/-		₹														
DEDUCTIONS AND OTHER INFORMATION																					
Select one or more Deductions/ Exemptions	<input checked="" type="checkbox"/>	Medical / Health Insurance	<input type="checkbox"/>	Life Insurance / Term Deposits	<input checked="" type="checkbox"/>	PF / PPF/ NSC / TDR	<input type="checkbox"/>	House Rent Paid	<input type="checkbox"/>	Children School Fee	<input checked="" type="checkbox"/>										
Amount INR	₹		₹ 15,000/-		₹		₹		₹ 12,000/-												
Select appropriate Head	<input checked="" type="checkbox"/>	Agricultural Income	<input checked="" type="checkbox"/>	Housing Loan Principal Paid	<input type="checkbox"/>	Interest On Housing Loan	<input type="checkbox"/>	Donations paid If Any	<input type="checkbox"/>	TDS or Advance Tax Paid	<input type="checkbox"/>										
Amount INR	₹ 50,000/-		₹		₹		₹		₹												
BANK DETAILS																					
Bank Account Number *	3	2	1	2	5	5	3	3	5	6											
Name of Bank *							* Type of A/C		<input checked="" type="checkbox"/>		Savings Bank A/C.		<input type="checkbox"/>		Current Account <input checked="" type="checkbox"/>						
IFSC CODE (Verify your Checkbook or Bank Passbook for this Code) *										S	B	I	N	0	0	0	4	3	4	7	
NOTE																					
Salaried Employees shall attach the copy of the Form 16 to this Application. After submission of Application at CSC Center, Tax Genius Professional calls the Applicant for collecting full information for further processing. Income Tax Return will be filed within 10 working days subject to receipt of required information from Applicant. E-filing Acknowledgements will be send to Applicant's email ID or they can be collected from Concerned CSC Center.																					
PLANNING FOR HOUSING LOAN							<i>Applicant Signed</i>														
(Remarks If any)							(Signature of the Applicant) *														
Regd. Office: M/s. Tax Genius LLP, 5-7-1/599, Plot No. 599WP, First Floor, Hariharapuram, Vanasthalipuram, Hyderabad-500070. Email: info@taxgenius.co.in www.taxgenius.co.in Customer Care: 08099800800																					

Fill-in the form, Scan-it and Save-it onto your Desktop.

To perform a Transaction, Click on **“Income Tax Filing Upload”** which displays ‘Income Tax Service’ screen.

Tax Genius VLE Code : PY010100516
In case of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

CSC
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INCOME TAX SERVICE

Please Enter Details as per PAN CARD

Applicant Name*

PAN Number*

Date of Birth* (DDMMYYYY)

Mobile No*

Email*

State Select

Assessment Year* Select

Upload Attachment* Browse... only pdf/jpg/jpeg/gif/bmp formats

Amount(Rs) Fee: Rs.300/- Service Tax Rs.37/- Total Rs.337/-

*fields are mandatory

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Alerts are being displayed in the page when Mandatory fields are left blank.

The page at taxgeniusllp.com says:

Please Enter ApplicationName

OK

@taxgenius.co.in

Tax Genius

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DOWNLOAD APPLICATION FORM INCOME TAX FILING-UPLOAD TRANSACTIONS SERVICE TRAINING MANUAL

INCOME TAX SERVICE

Please Enter Details as per PAN CARD

Applicant Name*

PAN Number*

Date of Birth* (DDMMYYYY)

Mobile No*

Email*

State Select

Assessment Year* Select

Upload Attachment* No file chosen only pdf/jpg/jpeg/gif/bmp formats

Amount(Rs) Fee: Rs.300/- Service Tax Rs.37/- Total Rs.337/-

* fields are mandatory

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Fill-in Applicant's information as shown in the form.

** fields are Mandatory*

VLE Code : PY010100516

In case of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

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DOWNLOAD APPLICATION FORM INCOME TAX FILING-UPLOAD TRANSACTIONS SERVICE TRAINING MANUAL

INCOME TAX SERVICE

Please Enter Details as per PAN CARD

Applicant Name* VENKATA SOMASUNDARAM JAMMALAM

PAN Number* AXXXX2710X

Date of Birth* 15-05-1975 (DDMMYYYY)

Mobile No* 8099800800

Email* SUNDAR@GMAIL.COM

State Delhi

Assessment Year* 2014-2015

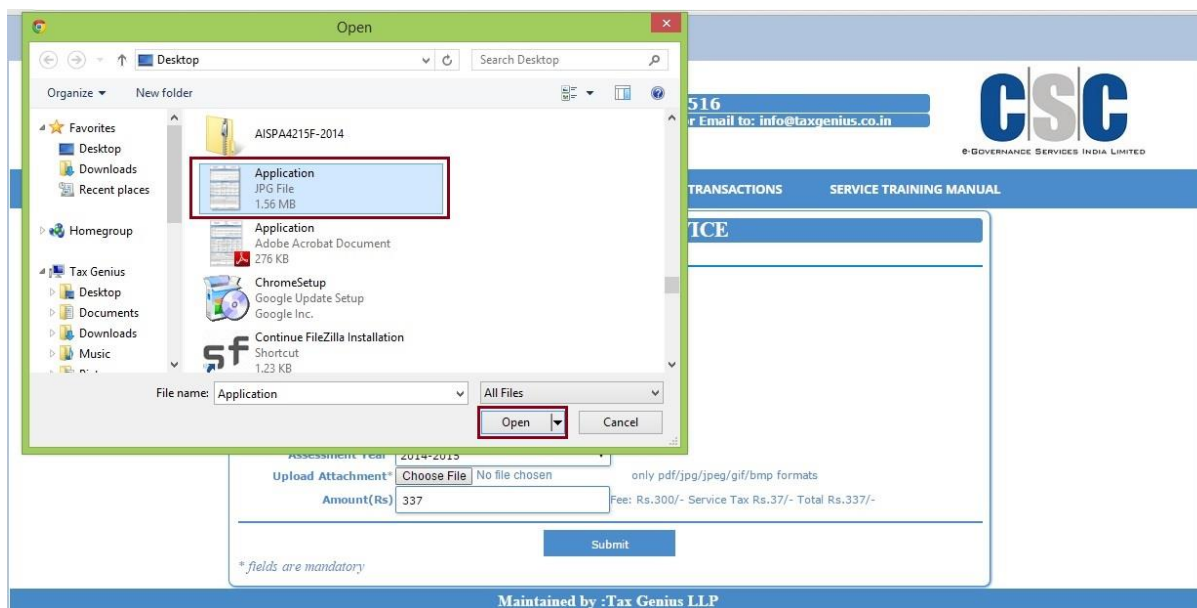
Upload Attachment* No file chosen only pdf/jpg/jpeg/gif/bmp formats

Amount(Rs) Fee: Rs.300/- Service Tax Rs.37/- Total Rs.337/-

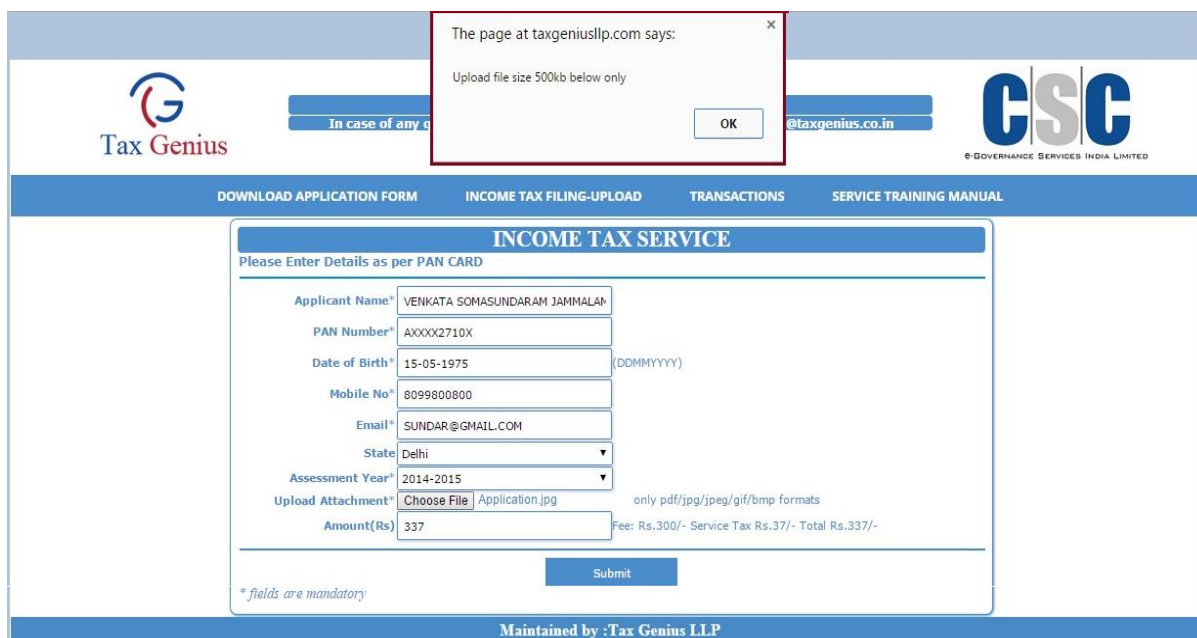
* fields are mandatory

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“Browse” for the just saved filled-in Application form.



A maximum permissible file size of **500 kb** is only allowed. Alerts are in place when file size limit exceeds.



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 [TRANSACTIONS](#)
 [SERVICE TRAINING MANUAL](#)

INCOME TAX SERVICE

Please Enter Details as per PAN CARD

Applicant Name*	VENKATA SOMASUNDARAM JAMMALAM
PAN Number*	AXXXX2710X
Date of Birth*	15-05-1975 (DDMMYYYY)
Mobile No*	8099800800
Email*	SUNDAR@GMAIL.COM
State	Delhi
Assessment Year*	2014-2015
Upload Attachment*	<input type="button" value="Choose File"/> TestApplication.pdf only pdf/jpg/jpeg/gif/bmp formats
Amount(Rs)	337 Fee: Rs.300/- Service Tax Rs.37/- Total Rs.337/-

* fields are mandatory

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“Payment Details” screen will be in place upon successful Submission.

PAYMENT DETAILS

Income_Tax_Filing	Income Tax Filing
Amount(Rs.)	337

OMT ID

Wallet Password

I have read & accepted terms of use.

This payment solution is secured using 128 bit SSL encryption

Input “Wallet Password”, Accept the Terms of Use and Click on “Pay Now”.

Income Tax Acknowledgment Receipt is displayed as Shown.
To go for a Print, Click on 'Print' button.

Tax Genius **CSC**
GOVERNANCE SERVICES INDIA LIMITED

VLE Code : PY010100516
Incase of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

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Income Tax Receipt Acknowledgement

Csc Tran No: 00209066351205201513	Date: 12-05-2015
Franchise Id: PY010100516	TaxGen Tran No: ITF2015051213050091625
Service Name: Income Tax Return	Consumer Name: VENKATA SOMASUNDARAM JAMMALAMADAKA
Date Of Birth: 15-05-1975	Mobile No: 8099800800
Pan Card: AXXXX2710X	Assessment year: 2014-2015
Fee: Rs.300/-	Service Tax: Rs.37/-
Total Amount: 337	

Note: Your Return will be processed in 10 days, please contact Tax Genius on 08099800800 or info@taxgenius.co.in

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To View the Transactional Reports

To get into the Reports, Click on "Transactions".

Tax Genius **CSC**
GOVERNANCE SERVICES INDIA LIMITED

VLE Code : PY010100516
Incase of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

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INCOME TAX TRANSACTIONS DETAILS

From Date* To Date*

Status Type* ALL ▼

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Choose a Valid 'From Date', 'To Date', required 'Status Type' and click on 'Get Details'.

VLE Code : PY010100516
Incase of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

DOWNLOAD APPLICATION FORM INCOME TAX FILING-UPLOAD TRANSACTIONS SERVICE TRAINING MANUAL

INCOME TAX TRANSACTIONS DETAILS

From Date* To Date*

Status Type* ALL ▼

Get Details

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Results are retrieved based on the performed Search Criteria.
'Acknowledgment' link will be active only for the Processed Transactions.

VLE Code : PY010100516
Incase of any queries please Call Us on: 08099800800 or Email to: info@taxgenius.co.in

DOWNLOAD APPLICATION FORM INCOME TAX FILING-UPLOAD TRANSACTIONS SERVICE TRAINING MANUAL

INCOME TAX TRANSACTIONS DETAILS

From Date* 10-05-2015 To Date* 12-05-2015

Status Type* ALL ▼

Get Details

TranNo	TranDate	Name	Dob	PanCard	Email	Vle_code	mobileno	Amount	Assessment Year	StatusType	Download
ITF2015051020055348951	10-MAY-2015	VENKATA SOMASUNDARAM FANJAL MADHAKA	04-JUL-1982	AXXXX*10X	info@taxgenius.co.in	PY010100516	9393668888	337	2015-2016	PROCESSED	Acknowledgment
ITF2015051213050091625	12-MAY-2015	VENKATA SOMASUNDARAM FANJAL MADHAKA	15-MAY-1975	AXXXX*10X	SUNDAR@GMAIL.COM	PY010100516	8099800800	337	2014-2015	UNDER PROCESS	Acknowledgment
ITF2015051118462095530	11-MAY-2015	VENKATA SOMASUNDARAM FANJAL MADHAKA	04-JUL-1982	AFVP39651C	s11sundar@gmail.com	PY010100516	9393668888	337	2015-2016	UNDER PROCESS	Acknowledgment

Click on the Acknowledgment link to get a copy of the ITR – V form.

Applicant has to send the Duly signed ITR-V form to Income Tax Department's CPC address in a 5/- Rupee envelope by an Ordinary Post.

From:
Applicant Name,
Door No,
Address Line,
City and PIN Code.

To,
Income Tax Department – CPC,
Post Box No -1,
Electronic City Post office,
Bengaluru, Karnataka, 560100.



Thank You