

Income Tax Service Manual



Tax Genius LLP

www.taxgenius.co.in

Helpline: 08099800800

1

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.

APNA CSC			राष्ट्रीय इ-गवनेंस योजना National e-Governance Plan COMMON SERVICES CENTERS Department of Information Technology, Government of Ind						
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DTH Recharge			Health						
CSC Bazaar			CSC Health Service Information						
Mobile Bill Payments			Education						
Mobile Recharge			NDLM - Anganwadi/ASHA/Ration Dealer						
BSFL Loan	mont		Informati	u on Zone			_		
Red Bus - Bus Ticket Bookin	a		Create Dig	ital Locker(Mandatory for VI	Fs)	_		
Apollo Telemedicine	3		Kiosk Bank	ing			_		
CSC Rozgaar Duniyaa			Insurance				_		
CSC Travel			<u>Pension</u>				_		
Bus India			<u>Recharge</u>	Test via F	<u>°G</u>		_		
PVC Card Order			Mobile Rec	harge Test			_		
Income Tax Filing	05		DataCard	Recharge Te	est				
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NIOS Online Admission (Stre	eam 1, 2, 3, & 4)		Money Tra	nsfer Test					
NIOS Registration for Exami	nation								
Basic Computer Course (BCC	<u>C)</u>								

Click on the "Income Tax Filing" link to get into the Service.

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

Incase of any que	eries please Call Us on: 0809980080	00310 00 or Email to: info@ta	xgenius.co.in
mus			COVERNANCE SERVICE
DOWNLOAD APPLICATION FORM	INCOME TAX FILING-UPLOAD	TRANSACTIONS	SERVICE TRAINING MANUAL
	Process of IT Sei	vice	
1. Citizen who wishes to file the Inc	come Tax Return will approach the CSC	Centre.	
2. CSC Centre shall provide the pro Tax Service. (To download the Appl	e-printed Income Tax Service Application lication, Click on "Download Application	to Citizen for filling the 1 Form" link)	same and apply for the Income
3. While filling the Application, Cit. Genius Helpline: 08099800800.)	izen/VLE can contact Tax Genius Custon	ner Care directly in case	of any Clarifications.(Tax
4. Citizen submits the filled-in Appl	ication form at CSC Centre.		
5. Processing at CSC Centre:			
a) CSC scans the IT Service Applic	ation form and other documents if any ini	to a single PDF file.	
b) CSC clicks on "Income TaxFiling PAN, Date of Birth, etc.) and uploa	z-Upload" link available in the landing pa ids the scanned PDF file.	age, fills in mandatory C	ustomer information(Name,
c) Transaction will be completed an	d payment will be processed through CS	C PG	
d) On Receipt of Cash from Citizen	CSC Provides the Transaction Receipt	to Citizen	
6. Tax Genius process the Applicati Rejections, Tax Genius informs the	on within 10 working days by directly in Citizen and MIS reports will be shared t	iteracting with the Citizer to CSC.	n. In case of any process
7. Application Processing Status wi of IT Application through Tax Geni	ill be intimated to Citizen through SMS a us Customer Care.	nd Email. Alternatively,	Citizen can enquire the status
8. Once the Application is processed Upon Citizens request, CSC centre	d at Tax Genius, Acknowledgements will has a provision to download the acknow	be sent across to Citizen ledgements from Transac	s Email ID and CSC centre. stional Reports

Take a print of the just downloaded Application form.

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

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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.

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a) CSC scans the IT Service Application	ation form and other documents if any in	to a single PDF file.	
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c) Transaction will be completed an	d payment will be processed through C	SC PG	
d) On Receipt of Cash from Citizen,	CSC Provides the Transaction Receipt	to Citizen	
6. Tax Genius process the Applicati Rejections, Tax Genius informs the	on within 10 working days by directly in Citizen and MIS reports will be shared	nteracting with the Citizen to CSC.	n. In case of any process
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Fill-in Applicant's information as shown in the form.

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PAN Number*	AXXXX2710X]	
Date of Birth*	15-05-1975	(DDMMYYYY)	
Mobile No*	8099800800	Ĩ	
Email*	SUNDAR@GMAIL.COM	ĺ	
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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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Tax Genius	VLE Code : P\ any queries please Call Us on: 080	/010100516 99800800 or Email to: info@tax	rgenius.co.in CSSC CGOVERNANCE SERVICES INDIA LIMITED
DOWNLOAD APPLICATION FO	RM INCOME TAX FILING-UPL	DAD TRANSACTIONS	SERVICE TRAINING MANUAL
Please Enter Details as p Applicant Name* PAN Number* Date of Birth* Mobile No* Email* State Assessment Year* Upload Attachment* Amount(Rs)	INCOME TA er PAN CARD VENKATA SOMASUNDARAM JAMMALAA AXXXX2710X 15-05-1975 8099800800 SUNDAR@GMAIL.COM Delhi • 2014-2015 • Choose File TestApplication pdf 337	X SERVICE DDMMYYYY) only pdf/jpg/jpeg/gif/bmp format ree: Rs.300/- Service Tax Rs.37/- To	15 tal Rs.337/-
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"Payment Details" screen will be in place upon successful Submission.

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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.

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Tax Genius	CSSC • GOVERNMEE SERVICES INDIA LIMITED
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: AXXX2710X	Assessment year: 2014-2015
Fee: Rs.300/-	Service Tax: Rs.37/-
	Total Amount: 337
	Print
Note:Your Return will be processed in 10 o	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".

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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.



www.taxgenius.co.in

Helpline: 08099800800

Thank You

Helpline: 08099800800