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

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

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

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

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)”
ITD user can view the below information of an uploaded Form 1.

- PAN
- Filing Date
- Filing Type
- Receipt No
- Status

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

**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_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.

<table>
<thead>
<tr>
<th>PCIT Name / CIT Name / Area Code</th>
<th>Count of Filings done</th>
<th>Amount of undisclosed income [S.No 7 of Form 1]</th>
<th>Tax payable [Total of S.No 8, 9 &amp; 10 of Form 1]</th>
<th>Tax paid, if any, on or before the date of declaration [S.No 11 of Form 1]</th>
<th>Total value of all the assets declared[S.No 6 of Annexure to Form 1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE</td>
<td>8</td>
<td>33.10,415</td>
<td>19,17,942</td>
<td>17,57,65,30,54,052</td>
<td>20,37,51,63,61,032</td>
</tr>
<tr>
<td>DEL</td>
<td>5</td>
<td>11,412</td>
<td>1,17,951</td>
<td>7,45,86,55,253</td>
<td>25,38,55,81,61,042</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>13</strong></td>
<td><strong>33,21,827</strong></td>
<td><strong>20,35,893</strong></td>
<td><strong>17,55,11,17,09,305</strong></td>
<td><strong>45,76,07,65,22,074</strong></td>
</tr>
</tbody>
</table>

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

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

The Principal Chief Commissioners of Income-tax/CCsIT (By Name)
Ahmedabad/ Allahabad/ Amritsar/ Bangalore/ Baroda/ Bhopal/ Bhubaneshwar/
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/
Muzzafarpur/ Mysore/ Patiala/ Rohtak/ Sambalpur/ Varanasi/ Vijayawada/ Delhi(CO)/
Mumbai(CO)/ Chennai(CO)/Ahmedabad(CO)/Bangalore(CO)/Bhopal(CO)/
Bhubaneshwar (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,

(Api 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.irofficersonline.gov.in website.

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Deputy Director(Systems)