

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 2011-2012 only, i.e., it relates to income earned in Financial Year 2010-11.

2. Who can use this Return Form

This Return Form is to be used by an Individual / HUF whose total income for the assessment year 2011-12 includes:-

- (a) Business income where such income is computed in accordance with special provisions referred to in section 44AD and 44AE of the Act for computation of business Income; or
- (b) Income from Salary/ Pension; or
- (c) Income from One House Property (excluding cases where loss is brought forward from previous years); or
- (d) Income from Other Sources (Excluding Winning from Lottery and Income from Race Horses).

NOTE⇒ The income computed shall be presumed to have been computed after giving full effect to every loss, allowance, depreciation under the Income Tax Act.

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 either of the above income categories.

3. Who cannot use this Return Form

SUGAM cannot be used to file the following incomes

- (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", which are not exempt from tax, e.g., short-term capital gains or long-term capital gains from sale of house, plot, etc.; or
- (d) Income from agriculture in excess of Rs. 5,000; or
- (e) Income from Speculative Business and other special incomes.

4. SUGAM form is not mandatory

SUGAM Business Form shall not apply at the option of the assessee, if -

- (i) the assessee keeps and maintains all the books of account and other documents referred to in section 44AA in respect of the business.
- (ii) the assessee gets his accounts audited and obtains a report of such audit as required under section 44AB in respect of the business.

In the above scenarios, Regular ITR-4 should be filed and not SUGAM.

5. 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.

6. 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 ordinary post to Post Bag No. 1, Electronic City Office, Bengaluru — 560100,

Karnataka. The other copy may be retained by the assessee for his record.

7. 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.

8. 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 65 years (other than women)	₹ 1,60,000
(ii)	In case of women below the age of 65 years	₹ 1,90,000
(iii)	In case of individuals who are of the age of 65 years or more at any time during the financial year 2010-11	₹ 2,40,000

2 Item by Item Instructions

Item	Explanation
A1-A3	Fill your First name, Middle name, Last name in A1, A2, A3 as per details entered in PAN Card
A4	Fill your Permanent Account Number. Make sure that you fill your PAN Carefully. NOTE⇒ (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.
A5	Fill your Sex, Male or Female
A6	Fill your Date of birth as per PAN Database Details NOTE⇒ Always fill your Date of Birth in DD/MM/YYYY Format as given in the form
A7	Fill in the Ward/Circle Example: Ward 15(1), Circle 14(1) You can also fill the full Assessing Officers Code, if known.
A8-A13	Fill in the Communication Address NOTE⇒ A13: PIN Code is mandatory. If you have changed your address please indicate the same, so that no communication from the department goes undelivered.
A14	Fill in your status
A15	Fill in your Email Address NOTE⇒ This is important for faster communication from/with the department.
A16	Fill in STD Code in the first 5 digits and then fill the phone number in the next 8 digits NOTE⇒ This is important for faster communication from/with the department.
A17	Fill in your Mobile No. NOTE⇒ This is important for faster communication from/with the department
A18	Shade the appropriate circle.

- Correct and Incorrect Filling methods for the circles are shown below
CORRECT FILLING **INCORRECT FILLING**

- You need to fill or shade only one circle completely.

Correct		Fill in if you belong to	<input checked="" type="radio"/> Government	<input type="radio"/> PSU	<input type="radio"/> Others
Incorrect		Fill in if you belong to	<input checked="" type="radio"/> Government	<input checked="" type="radio"/> PSU	<input checked="" type="radio"/> Others
		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 (D8) < Total Prepaid Taxes (D13)	1
	Total Tax Payable (D8) > Total Prepaid Taxes (D13)	2
	Total Tax Payable (D8) = 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)	
A21	Shade the appropriate circle.	
	How the return is filed	Shade Circle
	Voluntarily 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 153A/ 153C	6
A22	Provide the receipt number of Original return and Date of filing of Original Return NOTE ⇒ It is mandatory for you to provide these details in case of a revised return	
B1	Fill in the details from E6 of Sch BP. NOTE ⇒ Ensure to fill business codes in the nature of business. For Business codes refer instructions	
B2	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. NOTE ⇒ If Form 16 is not issued, compute as per Work Sheet-1 given in this instructions	
B3	Compute as per Work Sheet-2 given in this instructions NOTE ⇒ If loss, mark the negative sign with in the brackets at left	
B4	Compute as per Work Sheet-3 given in this instructions NOTE ⇒ If loss, mark the negative sign with in the brackets at left	
B5	Add Items B1, B2,B3,B4 NOTE ⇒ 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-4 for Carry Forward of Losses	
C1	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) NOTE ⇒ As provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and 80CCD shall not exceed one lakh rupees	
C2	Deduction in respect of contributions to certain pension funds. NOTE ⇒ Limited to ₹ 1,00,000/-	
C3	Deduction in respect of contributions to pension scheme of Central Government. NOTE ⇒ For Employees- Least of amount Paid or 10% of salary For Others- Least of amount paid or 10% of Gross Total Income	
C4	Deduction in respect of Subscriptions to Long Term Infrastructure Bonds NOTE ⇒ Upper limit for 80CCF deduction is ₹ 20000/-	
C5	Deduction in respect of Medical Insurance Premium and contributions to CGHS NOTE ⇒ 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/-	
C6	Deduction in respect of maintenance including medical treatment of dependent who is a person with disability NOTE ⇒ Upper Limit for 80DD Deduction 1. General – ₹ 50,000/- 2. Severe Disability – ₹ 1,00,000/-	
C7	Deduction in respect of medical treatment, etc. NOTE ⇒ 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	
C8	Deduction in respect of interest on loan taken for higher education	
C9	Deduction in respect of donations to certain funds, charitable institutions, etc. NOTE ⇒ Compute as per Work Sheet-4.	
C10	Deduction in respect of rents paid NOTE ⇒ Maximum Deduction ₹ 24,000/-	
C11	Deduction in respect of certain donations for scientific research or rural development	
C12	Deduction in respect of contributions given by any person to political parties	
C13	Deduction in case of a person with disability NOTE ⇒ Upper Limit for 80U Deduction 1. General – ₹ 50,000/- 2. Severe Disability – ₹ 1,00,000/-	
C14	Add C1 to C13	
C15	Subtract C14 from B5 and enter the corresponding amount in C15. NOTE ⇒ To carry forward loss in C15 use ITR 4	
D1	Compute as per tax computation table given below on Taxable Total Income(C15)	
D2	Calculate the education cess including secondary and higher education cess at the rate of three per cent of D1	
D3	D3=D1+D2	
D4	Claim the relief, if any, allowable under section 89 in respect of arrears or advances of salary received during the year.	
D5	Enter details of any relief under sections 90/91	
D6	D6=D3-D4-D5	
D7	Calculate 234A ,234B, 234C interest according to the provisions of Income Tax Act 1961 and enter the amount in D7.	
D8	D8=D6+D7	
D9	Add the relevant Advance Tax Details given in Column iv of Schedule IT and write the amount in D9 NOTE ⇒ Enter only those Tax payments made by you	

Tax Computation Table

(i) In case of **individuals (other than women and individuals who are of the age of 65 years or more at any time during the financial year 2010-11) -**

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 1,60,000	Nil
2 Between ₹ 1,60,001 - ₹ 5,00,000	10% of income in excess of ₹ 1,60,000
3 Between ₹ 5,00,001 - ₹ 8,00,000	₹ 34,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 8,00,000	₹ 94,000 + 30% of income in excess of ₹ 8,00,000

(ii) In case of **women (other than women who are of the age of 65 years or more at any time during the financial year 2010-11)-**

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 1,90,000	Nil
2 Between ₹ 1,90,001 - ₹ 5,00,000	10% of income in excess of ₹ 1,90,000
3 Between ₹ 5,00,001 - ₹ 8,00,000	₹ 31,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 8,00,000	₹ 91,000 + 30% of income in excess of ₹ 8,00,000

(iii) In case of **individuals who are of the age of 65 years or more at any time during the financial year 2010-11-**

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 2,40,000	Nil
2 Between ₹ 2,40,001 - ₹ 5,00,000	10% of income in excess of ₹ 2,40,000
3 Between ₹ 5,00,001 - ₹ 8,00,000	₹ 26,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 8,00,000	₹ 86,000 + 30% of income in excess of ₹ 8,00,000

- D10** Add the relevant Self Assessment Tax Details given in Column iv of Schedule IT and write the amount in D10
- D11** Add the relevant TDS Deducted given in Column iv of Schedule TDS1 and Column iv of Schedule TDS2 and write the amount in D11 NOTE⇒ Verify your TDS & Tax payment details using FORM 26AS. For more details visit www.incometaxindia.gov.in
- D12** Add the details of TCS collected in Column iv of Sch TCS & enter the details in D12
NOTE⇒ Verify your TCS details using FORM 26AS. For more details visit www.incometaxindia.gov.in
- D13** Add D9, D10, D11 and D12
- D14** If D8 is greater than D13, than fill the amount of Tax Payable in D14
NOTE⇒ Shade the Tax Payable Circle in A19
- D15** If D13 is greater than D8, than fill the amount of Refund in D15
NOTE⇒ Shade the Tax Refundable Circle in A19
- D16-D19** It is mandatory for you provide the Bank details in all situations irrespective of whether you have refund or not. Please quote the MICR code of the bank if you desire to receive the refund through electronic clearing system (ECS).
- D20** Please enter details of all exempt incomes, e.g., Dividend Income, Income from agriculture not exceeding ₹ 5,000, etc NOTE⇒ Compute as per Work Sheet-5 given in this instructions
- 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 BP Enter the details of income from presumptive business as per section 44AD and 44AE NOTE⇒ For more details refer Income Tax Act 1961

Sch IT NOTE⇒ 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 TCS Please furnish the details of Tax collected at source
NOTE⇒ If you have more than **Four TCS** Details to be entered, then fill Supplementary Schedule TCS 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.

NOTE⇒ 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 Please furnish the details in accordance with Form 16A issued by a person in respect of interest income and other sources of income. 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

3 Business Codes

Sector	Sub-Sector	Code
1. Manufacturing Industry	Agro-based industries	0101
	Automobile and Auto parts	0102
	Cement	0103
	Diamond cutting	0104
	Drugs and Pharmaceuticals	0105
	Electronics including Computer Hardware	0106
	Engineering goods	0107
	Fertilizers, Chemicals, Paints	0108
	Flour & Rice Mills	0109
	Food Processing units	0110
	Marble & Granite	0111
	Paper	0112
	Petroleum and Petrochemicals	0113
	Power and energy	0114
	Printing & Publishing	0115
	Rubber	0116
	Steel	0117
	Sugar	0118
	Tea, Coffee	0119
	Textiles, handloom, Power looms	0120
	Tobacco	0121
	Tyre	0122
	Vanaspati & Edible Oils	0123
Others	0124	
2. Trading	Chain Stores	0201
	Retailers	0202
	Wholesalers	0203
	Others	0204
3. Commission Agents	General Commission Agents	0301
4. Builders	Builders	0401
	Estate Agents	0402
	Property Developers	0403
	Others	0404
5. Contractors	Civil Contractors	0501
	Excise Contractors	0502
	Forest Contractors	0503
	Mining Contractors	0504
	Others	0505
6. Professionals	Chartered Accountants, Companies Secretaries, etc.	0601
	Fashion designers	0602
	Legal professionals	0603
	Medical professionals	0604
	Nursing Homes	0605
	Specialty hospitals	0606
	Others	0607
7. Service Sector	Advertisement agencies	0701
	Beauty Parlours	0702
	Consultancy services	0703
	Courier Agencies	0704
	Computer training/educational and coaching institutes	0705
	Forex Dealers	0706
	Hospitality services	0707
	Hotels	0708
	I.T. enabled services, BPO service providers	0709
	Security agencies	0710
	Software development agencies	0711
	Transporters	0712
	Travel agents, tour operators	0713
	Others	0714
	8. Financial Service Sector	Banking Companies
Chit Funds		0802
Financial Institutions		0803
Financial service providers		0804
Leasing Companies		0805
Money Lenders		0806
Non-Banking Finance Companies		0807
Share Brokers, Sub-brokers, etc.		0808
Others		0809
9. Entertainment Industry	Cable T.V. productions	0901
	Film distribution	0902
	Film laboratories	0903
	Motion Picture Producers	0904
	Television Channels	0905
	Others	0906

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

SALARIES

1 Gross Salary

a) Salary as per provisions contained in section 17(1)

NOTE⇒ Transfer item 1a of Form 16

1a

b) Value of Perquisites (as per Form No. 12BB)

NOTE⇒ Transfer item 1b of Form 16

1b

c) Profit in lieu of Salary (as per Form No. 12BB)

NOTE⇒ Transfer item 1c of Form 16

1c

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

1d

2 Allowances exempt u/s 10

NOTE⇒ Transfer item 2 of Form 16

2

3 Gross Salary after Allowances (2-3)

NOTE⇒ Transfer item 3 of Form 16

3

4 Total Deductions

NOTE⇒ (1) Transfer item 5 of Form 16

(2) Add Standard Deduction, Entertainment Allowance and Tax on Employment to get Total Deductions

4

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 B2 in the SUGAM 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 B3. Ensure to fill a negative sign in the brackets given at the left in B3

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 B3 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 B4 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"/>	Ai <input type="text"/>
(ii) <input type="text"/>	Aii <input type="text"/>
(iii) Total	Aiii <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"/>	Bi <input type="text"/>
(ii) <input type="text"/>	Bii <input type="text"/>
(iii) Total	Biii <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"/>	Ci <input type="text"/>
(ii) <input type="text"/>	Cii <input type="text"/>
(iii) Total	Ciii <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 B5 – 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 D20 of this Return Form → Total (1+2+3+4) **5**