



Introduction to ITR Offline utility Assessment Year 2021-22

ITR-1 and 4^{*}

* Enabled for ITR-1 & 4 as of now

Steps to Download and install Offline Utility and fill the same

Let us understand the execution steps for ITR 1 & ITR 4.....

Step by Step Guide – Download & Install Offline Utility

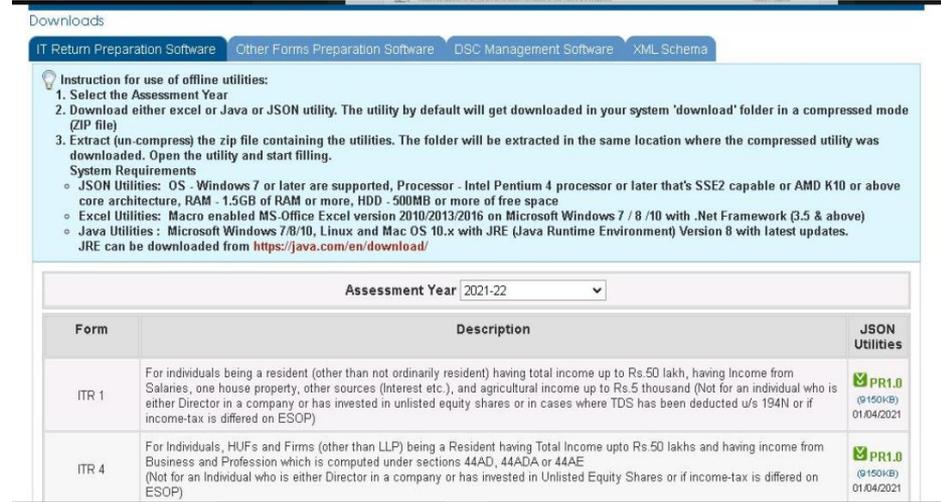
Step 1

Once you access the e-filing portal . You can download the Utility under:

'Downloads -> Offline Utilities -> Income Tax Return Preparation Utilities'.

Note: System Requirements

- OS - Windows 7 or later are supported
- Processor - Intel Pentium 4 processor or later that's SSE2 capable or AMD K10 or above core architecture
- RAM - 1.5 GB of RAM or more
- HDD - 500 MB or more of free space



The screenshot shows the 'Downloads' section of the e-filing portal. It includes a navigation bar with tabs for 'IT Return Preparation Software', 'Other Forms Preparation Software', 'DSC Management Software', and 'XML Schema'. Below the navigation bar is a light blue box containing instructions for using offline utilities, followed by system requirements. At the bottom, there is a table listing available utilities for the assessment year 2021-22.

Downloads

IT Return Preparation Software | Other Forms Preparation Software | DSC Management Software | XML Schema

Instruction for use of offline utilities:

1. Select the Assessment Year
2. Download either excel or Java or JSON utility. The utility by default will get downloaded in your system 'download' folder in a compressed mode (ZIP file)
3. Extract (un-compress) the zip file containing the utilities. The folder will be extracted in the same location where the compressed utility was downloaded. Open the utility and start filling.

System Requirements

- JSON Utilities: OS - Windows 7 or later are supported, Processor - Intel Pentium 4 processor or later that's SSE2 capable or AMD K10 or above core architecture, RAM - 1.5GB of RAM or more, HDD - 500MB or more of free space
- Excel Utilities: Macro enabled MS-Office Excel version 2010/2013/2016 on Microsoft Windows 7 / 8 /10 with .Net Framework (3.5 & above)
- Java Utilities : Microsoft Windows 7/8/10, Linux and Mac OS 10.x with JRE (Java Runtime Environment) Version 8 with latest updates. JRE can be downloaded from <https://java.com/en/download/>

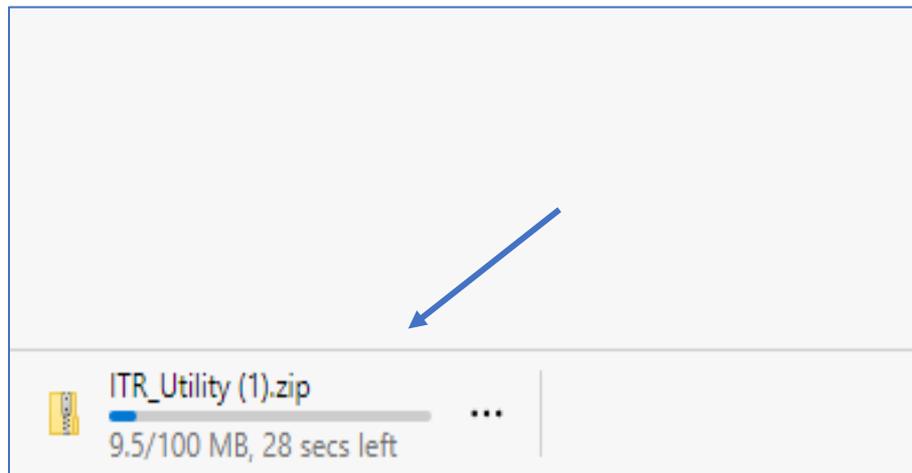
Assessment Year: 2021-22

Form	Description	JSON Utilities
ITR 1	For individuals being a resident (other than not ordinarily resident) having total income up to Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income up to Rs.5 thousand (Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is differed on ESOP)	✔ PR.1.0 (@150k-B) 01.04.2021
ITR 4	For Individuals, HUFs and Firms (other than LLP) being a Resident having Total Income upto Rs.50 lakhs and having income from Business and Profession which is computed under sections 44AD, 44ADA or 44AE (Not for an Individual who is either Director in a company or has invested in Unlisted Equity Shares or if income-tax is differed on ESOP)	✔ PR.1.0 (@150k-B) 01.04.2021

Step 2

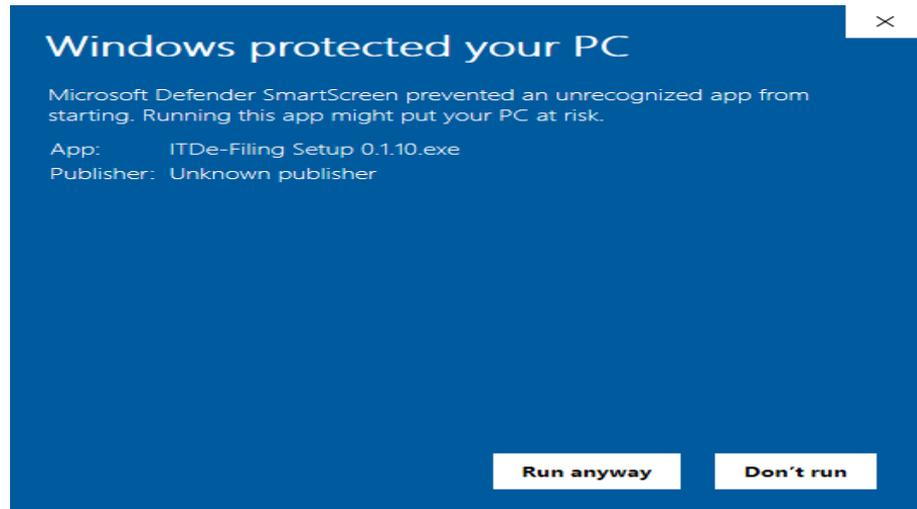
On click of link for the Utility presented against ITR-1 or ITR-4, a ZIP file will start getting downloaded on your system.

Open the Utility from the extracted folder.



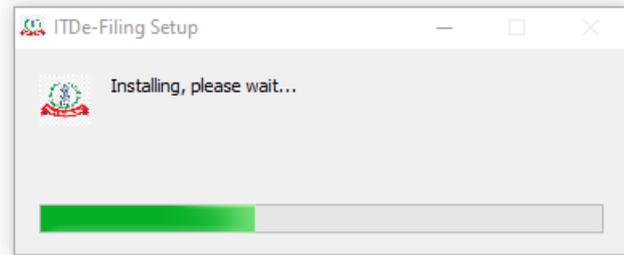
Step 3

After you Extract the downloaded utility as a ZIP file, open the Utility from the extracted folder. In case, you receive this message, you click “Run Anyway” option in the dialogue box.



Step 4

Once you click on “Run Anyway”, your utility will start installing, after which you can proceed with filing your ITR.



Step by Step Guide – Download & Install Offline Utility

Step 5

As soon as you install the utility, you will be landed to Homepage.

Click on “Continue” to fill your Income-tax Return for AY 2021-22.



Few things to know before you Start using the Utility

- This Offline Utility is enabled only for ITR-1 and ITR-4. Other ITRs will be added in the utility in subsequent releases.
- The Utility is based on new technology “JSON”.
- It is enabled to import and pre-fill the data from e-filing portal. You can fill the balance data. You can also edit the profile data other than PAN data in the utility, however, it is suggested to edit the same in your Profile at e-filing website and regenerate prefill data.
- Facility to upload ITR at the e-filing portal is not enabled. You can fill and save it either within the utility or export output json file to your system.
- Once filing is enabled, you can upload the same at e-filing portal

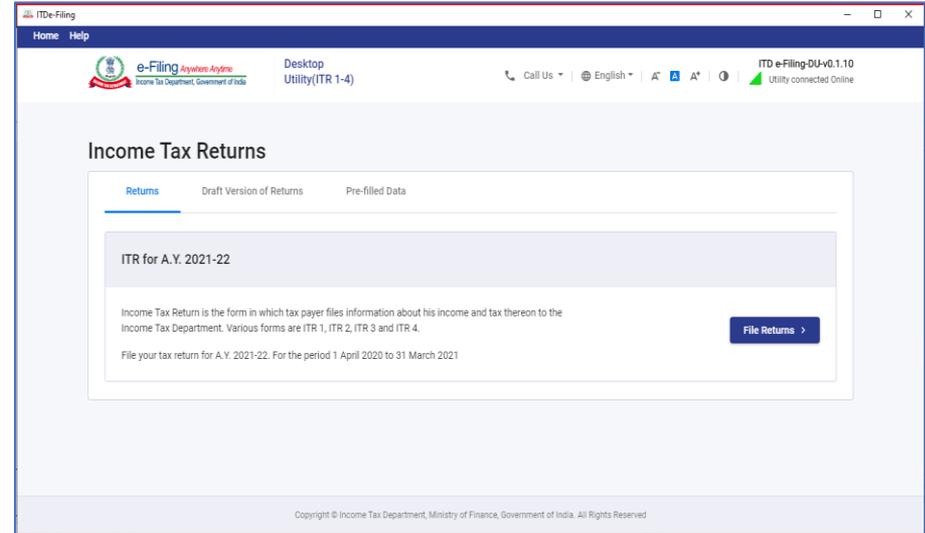
Below add-ons will be enabled in subsequent releases:

- Pre-fill data related to tax payments.
- Upload of ITR
- Questionnaire based functionality to help you identify which ITR is applicable to you.
- Payment of taxes through this utility
- Facility to verify and upload ITR through the utility itself.

Step 6

You will find 3 tabs: -

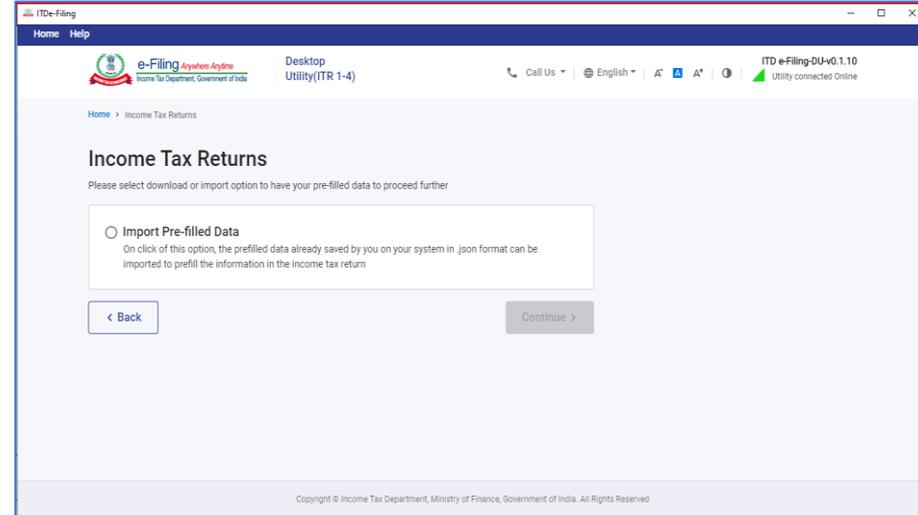
- **Returns:** - If you are filling the return for the first time, click on “File returns” in this tab.
- **Draft version of returns:** - If you have already started to file your return, you can see the draft version of your returns in this tab and click on “edit”.
- **Pre-filled Data:** - It will show you all pre-filled ITR data you had earlier imported into the utility.



Step 7

After click on “File returns”, select the radio button to “Import pre-filled data”.

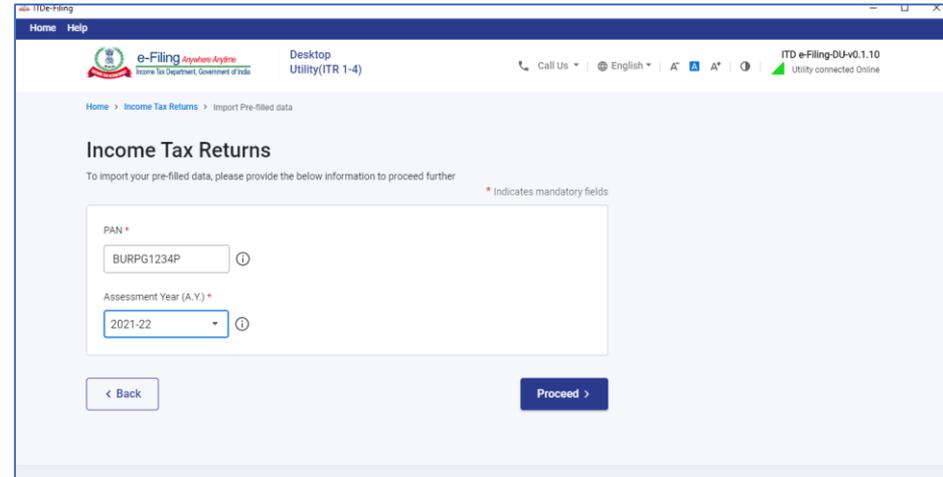
On click of this option, the prefilled data already saved by you on your system in .json format can be imported to prefill the information in the income tax return.



Step 8

Enter the “PAN” for whom you want to fill the return and select the “Assessment year” and click on “Proceed”.

Assessment Year 2021-22 can only be selected.



The screenshot displays the 'Income Tax Returns' section of the e-Filing portal. The page title is 'Income Tax Returns' and the subtitle is 'To import your pre-filled data, please provide the below information to proceed further'. A note indicates that asterisks (*) denote mandatory fields. The form contains two fields: 'PAN *' with the value 'BURPG1234P' and 'Assessment Year (A.Y.) *' with the value '2021-22'. A 'Proceed >' button is located at the bottom right of the form, and a '< Back' button is at the bottom left. The browser window title is 'ITD e-Filing' and the desktop utility is 'Utility(ITR 1-4)'. The system tray shows 'ITD e-Filing-DU-v0.1.10' and 'Utility connected Online'.

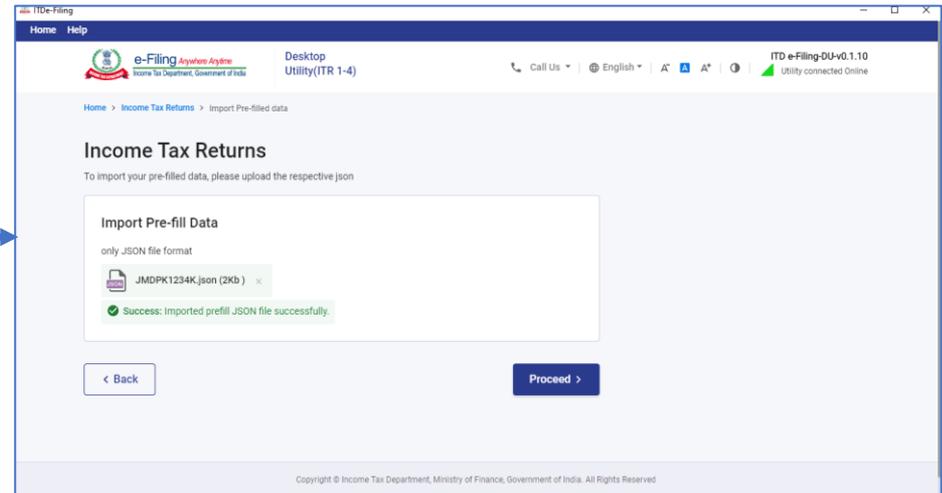
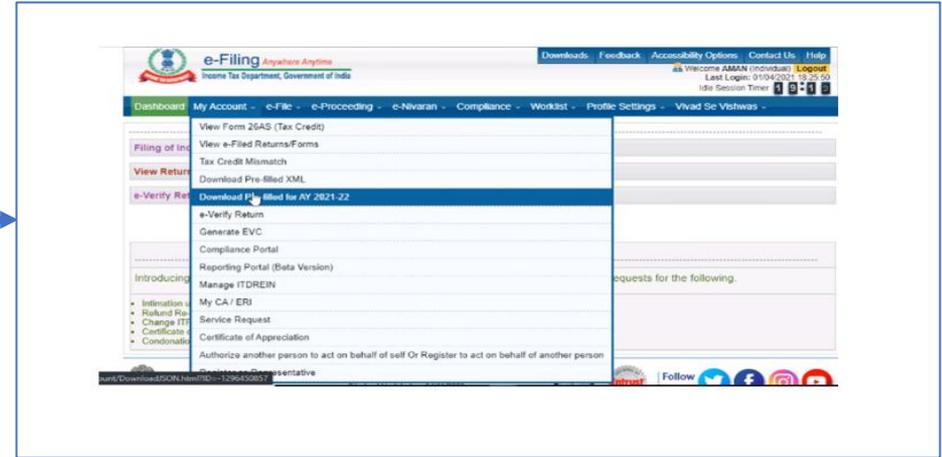
Step by Step Guide – Fill Income-tax Return

Step 9

Pre-filled json can be downloaded **post login** to the e-Filing portal from:

'My Account -> 'Download Pre-Filled for AY 2021-22' and can be imported to the utility for prefilling the personal and other available details.

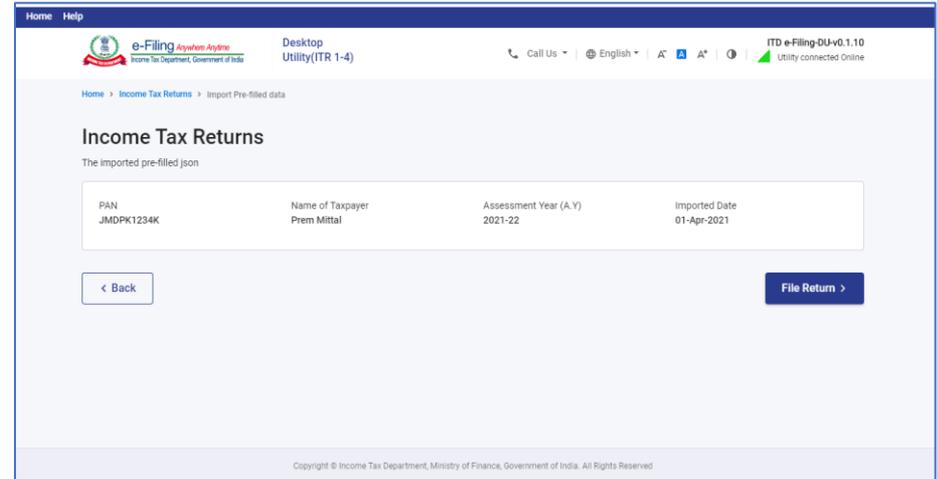
Attach the pre-filled JSON file from your system and click on “proceed”.



Step 10

On click of Proceed in earlier screen, you will be navigated to “Income Tax Returns” screen, where you can see the Basic pre-filled details from the imported JSON file.

Click on “File Return” to continue.



The screenshot shows the 'Income Tax Returns' screen in the e-Filing portal. The page title is 'Income Tax Returns' and it displays the imported pre-filled data for a taxpayer. The data is as follows:

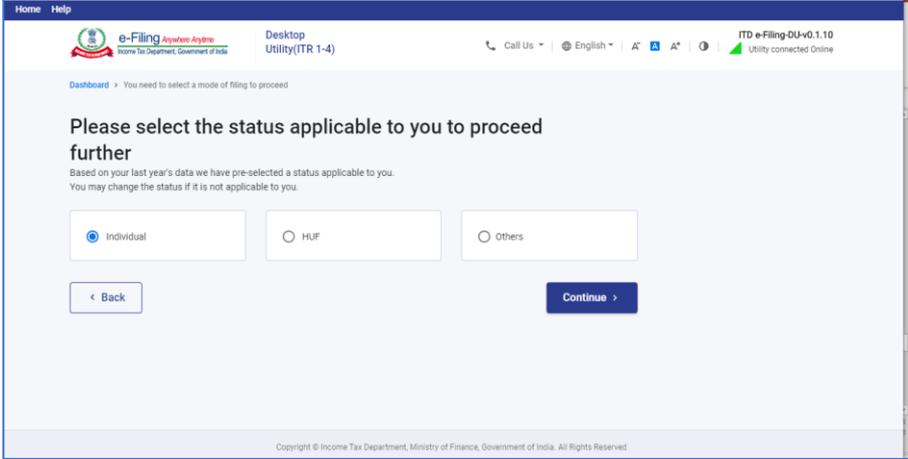
Field	Value
PIAN	JMDPK1234K
Name of Taxpayer	Prem Mittal
Assessment Year (A.Y)	2021-22
Imported Date	01-Apr-2021

At the bottom of the screen, there are two buttons: '< Back' and 'File Return >'. The 'File Return >' button is highlighted in blue. The footer of the page reads: 'Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved'.

Step 11

Select the Status applicable to you and click on “Continue”.

Status will be pre-filled based on your last year’s data and will be editable.

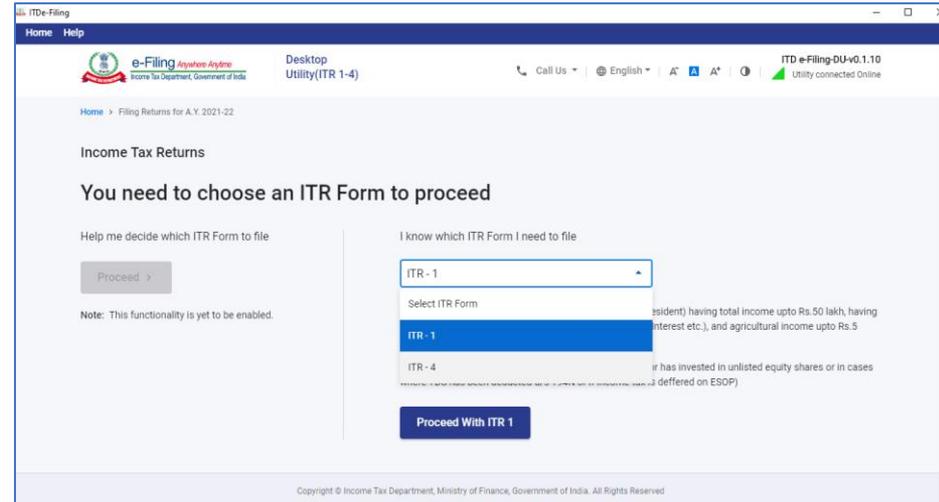


The screenshot displays the e-Filing Desktop Utility (ITR 1-4) interface. The header includes the e-Filing logo, the text "e-Filing Desktop Utility (ITR 1-4)", and navigation options like "Call Us", "English", and "ITD e-Filing DU-v0.1.10". The main content area shows a message: "Please select the status applicable to you to proceed further". Below this, there are three radio button options: "Individual" (selected), "HUF", and "Others". A "< Back" button is on the left, and a "Continue >" button is on the right. The footer contains the copyright notice: "Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved".

Step 12

Select the ITR type which you want to file from the dropdown and “Proceed”.

A user-friendly questionnaire to identify ITR applicable to you will be available in subsequent release of the offline utility.



The screenshot displays the ITDe-Filing utility interface. At the top, there is a navigation bar with 'Home' and 'Help' links. The main header includes the 'e-Filing' logo, the text 'Income Tax Department, Government of India', and the utility name 'Desktop Utility(ITR 1-4)'. On the right, there are links for 'Call Us', 'English', and a utility status indicator 'ITD e-Filing-DU-v0.1.10 Utility connected Online'. The main content area is titled 'Income Tax Returns' and features a heading 'You need to choose an ITR Form to proceed'. Below this, there are two columns: 'Help me decide which ITR Form to file' and 'I know which ITR Form I need to file'. The 'I know which ITR Form I need to file' column contains a dropdown menu with 'ITR - 1' selected. Below the dropdown, there is a 'Proceed With ITR 1' button. A note at the bottom of the page states 'Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved'.

Step 13

Click on “Let’s get started” to start filling your return.

The screenshot shows the e-Filing Utility (ITR 1-4) website. The header includes the e-Filing logo, the text "e-Filing Anywhere Anytime Income Tax Department, Government of India", and the utility name "Desktop Utility (ITR 1-4)". There are also links for "Home" and "Help", and a status indicator "ITD e-Filing-DU-v0.1.10 Utility connected Online".

The main content area is titled "ITR 1 - (Income Tax Return 1)". Below the title, there is a paragraph explaining the eligibility criteria: "For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5 thousand." A note in parentheses states: "(Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP)".

A three-step process flow is shown:

1. Validate your Returns breakup (Pre-filled)
2. Confirm your Return Summary
3. Verify & Submit your Return

At the bottom of the flow, there are two buttons: "< Back" and "Let's Get Started >".

On the right side of the page, there is an illustration of a woman sitting in a chair, working on a laptop.

Step 14

Fill the applicable and mandatory fields of the ITR form -> Validate all the tabs of the ITR form and Tax will be calculated.

The screenshot displays the e-Filing portal interface for the Income Tax Department, Government of India. The page is titled "ITD e-Filing DU-v0.1.10" and shows the "Desktop Utility (ITR 1-4)" section. The main content area displays the validation status of the ITR form, with all fields marked as "Confirmed".

Field	Status	Amount	Action
Gross Total Income	Confirmed	₹ 0	Modify if required >
Total Deductions	Confirmed	₹ 0	Modify if required >
Tax Paid	Confirmed	₹ 0	Modify if required >
Total Tax Liability	Confirmed	₹ 0	Modify if required >

At the bottom of the page, there are two buttons: "Form Selection" and "Proceed".

Step 15

After confirming all the schedules, you can Preview and submit your Return.

Preview and Submit your return

Submit functionality is not enabled * Indicates mandatory fields

Place: ⓘ

I, , Son/daughter of solemnly declare

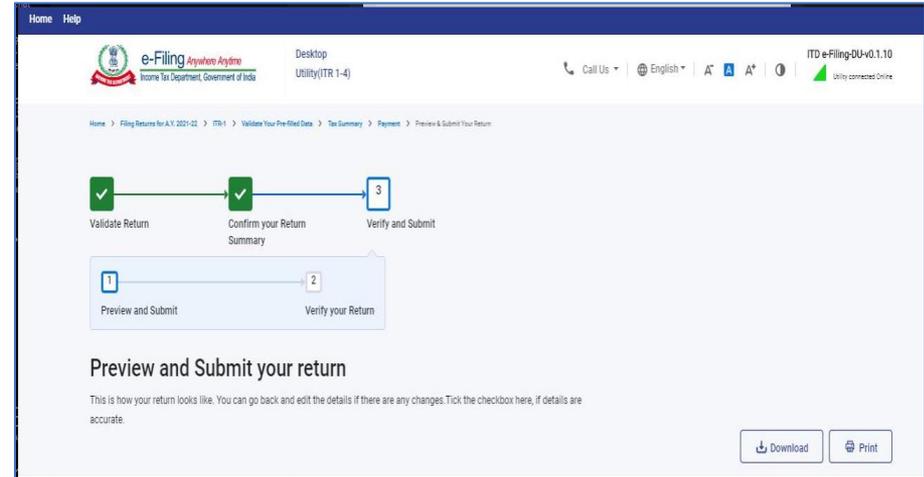
that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income Tax Act, 1961. I further declare that I am making this return in my capacity as and I am also competent to make this return and verify it. I am holding PAN:

Step 16

You can either “Download” or “Print” the preview by clicking on the respective buttons.

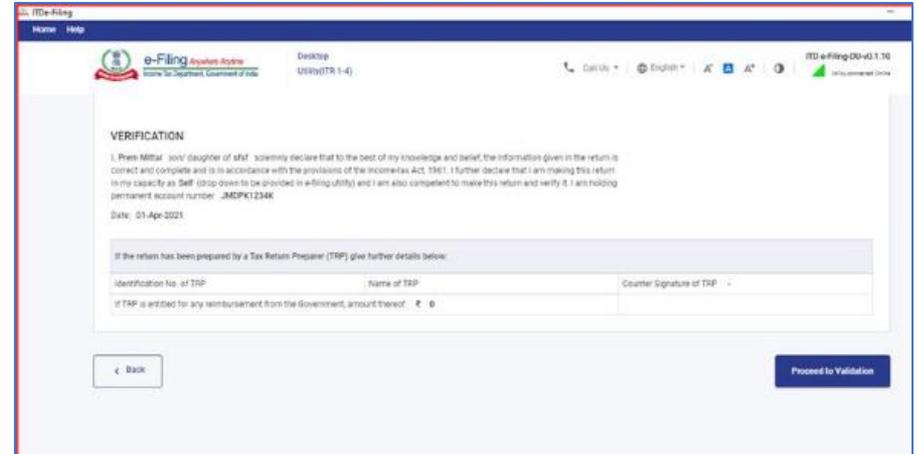
You can download the Preview on your system.

It will be downloaded in *pdf* format



Step 17

Click on “Proceed to validation”, to validate the Return.



The screenshot displays the e-Filing portal interface for the verification step. The page title is "ITDe-filing" and the logo is "e-Filing" with the tagline "आपका आराम" (Your Comfort). The user is logged in as "Devshree USRIN(1781-4)". The page contains a "VERIFICATION" section with the following text:

I, Preeti Mittal, 30/01/2000 (daughter of. S.H.S.I.) solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as Self (drop-down to be provided in e-filing utility) and I am also compelled to make this return and verify it. I am holding permanent account number: JMDPK1234K

Date: 03-Apr-2021

If the return has been prepared by a Tax Return Preparer (TRP) give further details below:

Identification No. of TRP	Name of TRP	Counter Signature of TRP

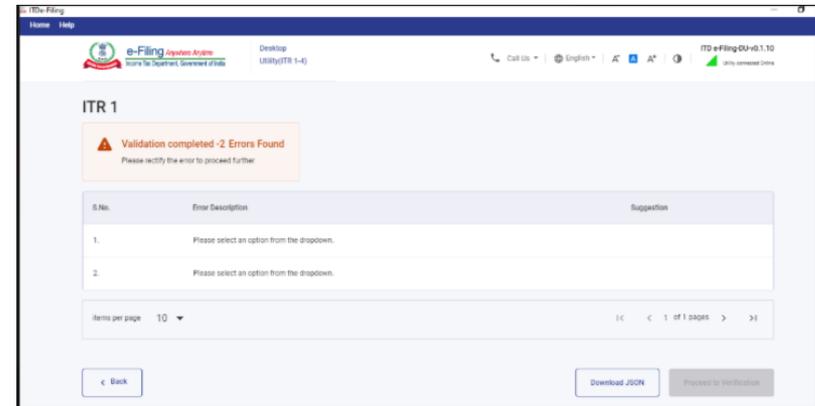
If TRP is entitled for any reimbursement from the Government, amount thereof: ₹ 0

At the bottom of the page, there are two buttons: "Back" and "Proceed to Validation".

Step 18

All the errors needs to be validated by the user after that he can “Download JSON”.

Just click on the error, you will be navigated to the field related to that error.



- Data will be refreshed on Real time basis.
- Tax will be calculated on Real time basis.
- Data will be Auto Saved.
- The downloaded JSON file can be generated and saved on the system for uploading it on the e-filing portal (*post enablement of the functionality*).

THANK YOU