



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
INCOME TAX DEPARTMENT



To,

PAN:	Assessment Year: 2024-25	Date: 15/07/2025	DIN: ITBA/AST/S/133(6)/2025 -26/
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**Notice under section 133(6) of the Income-tax Act, 1961**

Ms/ Mr/ M/s,

In connection with the assessment proceedings in the case of  
no. **& house** for  
the Assessment Year **2024-25**, kindly furnish the following information:

1) Please furnish communication address and e-mail ID of your employee Shri. **for** as per official record.

2) Please furnish details of salary and perks paid to your employee Shri. **(PAN: )** for the F.Y. 2023-24 relevant to the A.Y. 2024-25.

3) Please furnish copy of Form 16 (Part B) issue to Shri. **for the F.Y. 2023-24.**

4) Please furnish copy of documentary evidences, if any, submitted by Shri. **for** claiming house rent expenses for the F.Y. 2023-24 as per official record.

2. The Information is required to be furnished by **23/07/2025 electronically by uploading it through:**

(i) Your registered e-filing account at [www.incometax.gov.in](http://www.incometax.gov.in)

or

(ii) Comply to Notice (CTN) facility on e-filing portal ([www.incometax.gov.in](http://www.incometax.gov.in)) using DIN of this notice.

Please note that:

- Login to registered e-filing account is not required.
- Reply may be submitted by you or any person authorised by you.
- Step by step process is given below.

**Note:- The website address of the e-filing portal has been changed from [www.incometaxindiaeefiling.gov.in](http://www.incometaxindiaeefiling.gov.in) to [www.incometax.gov.in](http://www.incometax.gov.in).**

3. Failure to furnish the above information by the due date may lead to penalty u/s 272A(2) of the Income-tax Act, 1961 @ Rs. 500/- per day of default.

Assessment Unit/Verification Unit/Technical Unit/Review Unit  
Income Tax Department

NOTE: To know the originator Unit of this Communication, kindly see the Digital Signature.



**Step by Step Process to Submit Response through "Comply to Notice"**

- "Comply to Notice" will be available under "Quick Links" on the Homepage of the e-filing portal.
- On clicking "Comply to Notice", user will be navigated to the next screen where he will be able to "Submit Response" and "View Submitted Response"
- On clicking, "Submit Response", user has to provide the DIN which will be mentioned in the notice/letter pdf.
- After entering DIN and clicking "enter", screen to enter mobile number and email ID will appear.
- User is required to enter an active mobile number and email Id and then click on "Validate".
- OTP's will be sent to both mobile number and email id.
- After entering the OTP's, click on "Continue" and the DIN will be validated.
- A screen will appear containing the "Section Code", "DIN" and user has to click on "Submit Response".
- User is required to fill the remarks and attach documents, if any and click on "Continue"
- A screen for Aadhar verification will appear where assessee has to select the "Capacity in which he is filing the response" and "Aadhar Number, Name, Date of Birth, Gender" as per UIDAI.
- On clicking "Continue", an OTP will be sent to the mobile number which is linked to the Aadhar.
- After Verifying the Aadhar details, assessee must select the check box of declaration and click on "Submit".
- On successful submission of response, an acknowledgement will be downloaded and sent to the mail id.

**In case of any technical issue in submitting response, please contact e-filing helpdesk / efilingswebmanager (efilingwebmanager@incometax.gov.in)**