

**SUMMER INTERNSHIP REPORT**  
**ON**  
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## **DECLARATION**

“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr. Puneet Gupta and under the supervision of Internship Supervisor Ms. Shivani submitted as a part of the Internship Course Of Undergraduate Programme of Kurukshetra University, Kurukshetra.”

Date:

Signature of the Student

Countersigned

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Harman

## INDEX

Particulars	Page no
Chapter-1 Introduction	5-15
Chapter-2 Research Methodology	16-17
Chapter-3 Data interpretation and analysis	18-27
Chapter-4 Findings, suggestions, and limitations	28-29
Chapter-5 Result of Learning	30-52
Chapter-6 Work done Details	53-54
Chapter-7 Conclusion	55-56
Chapter-8 Bibliography	57
Chapter-9 Annexure	58-60

## INTRODUCTION

### Meaning of Taxation :

Taxation is the process by which the government collects money from individuals and businesses to fund public services and infrastructure.

It includes a variety of levies like income tax, GST, property tax, and more. You pay tax every earn income, make profit in your business, buy product, or even invest.

Moreover, in modern economies taxes are the most important source of governmental revenue. Taxes differ from other sources of revenue in that they are compulsory levies and unrequited- example, they are generally not paid in exchange for some specific things, such as particular public service, the sale of public property, or the issuance of public debt.

While taxes are presumably collected for the welfare of tax payers as a whole, the individual taxpayer's liability is independent of any specific benefit received.

A chartered accountants (CA) performs a wide range of taxes related to financial management and compliance. They assist clients with filing tax returns, preparing financial statements, and ensuring adherence to legal and regulatory requirements.

### **Why do we need taxes?**

- Funding public services :- schools, hospitals, sanitation, and defence.
- Reducing income inequality :- progressive taxes ensure the rich pay more.
- Controlling inflation :- tax increases reduce excessive demand.
- Encouragement social welfare :- through subsidies and pension schemes.
- Stabilising the economy :- enabling the government to invest during downturns.

### **Definition of Taxation:**

Taxation is the process by which a government imposes financial charges or levies on individuals, businesses, or properties to raise revenue for public services and development.

## **HISTORY OF TAXATION**

The word 'tax' is derived from the Latin word 'taxare' or 'taxo'. It means to assess the worth of something. Taxes are imposed by government for the use and services of the state.

Taxes provide revenue to the state, and is therefore one of the most significant aspects of any system of administration by any form of government. The strength of an economy depends upon how good the tax system. There are two types of taxes :- direct and indirect tax.

Direct taxes are those that an entity remits to the government directly, and include income tax, property tax etc. Whereas, Indirect taxes are those that an entity remits through third parties. Service tax imposed by the government of India.

Income is the money that an individual or business receives in exchange for providing a good or services.

A formal tax system was in existence in India since the time of Maurya dynasty. The income tax as we know today was first introduced in India in 1860 by the British. It was introduced to compensate for the losses sustained by the government due to the rebellion of 1857. Income tax is defined as the annual charge levied on both earned income and unearned income like dividend, interest or rent.

The Income Tax Act was passed in India in 1886. After the first World War, a new income tax act, was passed in 1918. After 40 years India gained freedom from the British the income tax act, was modified again. The current income tax act has been adopted in 1961. It Jammu and Kashmir.

Currently, there are five broad heads under which income is taxed by the government of India:-

- Income from salary.
- Income from business or profession.
- Income from capital gains.
- Income from other sources.

### **Importance of taxation:**

1. **Source of Government Revenue:-** Taxes are the primary sources of revenue for government at all levels- national, regional, and local. This revenue is used to fund:-
  - Public infrastructure.
  - Education system.
  - Healthcare services.
  - Defence and security.
  - Law enforcement and judicial system.
  - Public welfare and social programs.
2. **Redistribution of wealth:-** Taxation helps to reduce income and wealth inequality by redistributing resources. Progressive tax systems, where the rich pay a higher percentage of their income, aim to:
  - Support low-income families through subsidies or welfare programs.
  - Fund public services accessible to all, such as schools and hospitals.
3. **Economic Stabilization and Growth:-** Government use taxation as a tool for economic management;
  - During inflation higher taxes can reduce excess money in circulation.
  - During recession lowering taxes can boost consumer spending and investment.
  - Stimulus and development tax incentives can encourage investment in specific sectors.
4. **Encouragement or discouragement of certain behaviours:-** Taxes can influence personal and business decisions;
  - Sin taxes ( on alcohol, sugary drinks) discourage harmful consumption.
  - Carbon taxes encourage business and individuals to reduce emissions.
  - Tax deductions can promote charitable giving home ownership or retirement savings.
5. **Promotes Accountability and Good Governance:-** when citizens pay taxes, they demand better services and governance. This helps to;
  - Strengthen democratic institutions.
  - Encourage transparency and reduce corruption..

6. **National Development and Infrastructure:-** Tax revenues are essential for building and maintaining critical infrastructure that supports economic activity;
- Roads, railways, ports and airports.
  - Power plant and water supply systems.
  - Communication networks.
7. **International standing and sovereignty:-** A country's ability to raise and manage its own revenue;
- Reduces reliance on foreign aid and loans.
  - Improve credit rating and investor confidence.
  - Enhance national policy and sovereignty independence.

### **Purpose of Taxation**

The purpose of taxation is multifaceted, and it plays a critical role in the functioning of modern governments and economies. Here are the main purposes:-

1. **Revenue Generation:-**

Primary Purpose; The most fundamental purpose of taxation is to raise money for the government to fund public goods and services such as:

- Infrastructure (roads, bridges)
- Education and healthcare
- National defence
- Law enforcement
- Public Transportation
- Social welfare programs

Without taxes, the government would have no reliable sources of income to functions.

2. **Redistribution of wealth:-**

Reducing Inequality; Taxation is used as a tool to narrow, the income gap between the rich and the poor. This is done through:

- Progressive taxes (e.g. higher tax rates for higher income brackets).



- Social welfare programs funded by taxes (e.g. unemployment benefits, pension, food subsidies).

This helps to promote social equity and reduce poverty.

### 3. **Economic Stabilization:-**

Managing the economy; Government use taxation as a macroeconomics tool to influence demand and stabilize the economy through:

- Fiscal policy, increasing or decreasing taxes to manage inflation and unemployment.
- During a recession, lower taxes can stimulate spending and investment.
- During inflation, higher taxes can help reduce excessive demand.

### 4. **Regulation and Behaviour Modification:**

Encouraging or discouraging certain activities; Taxes are used to influence public behaviour in a way that aligns with national goal.

- 'Sin taxes' on alcohol, sugary drinks to discourage unhealthy behaviour.
- Environment taxes (e.g. carbon taxes to reduce pollution and promote green energy).
- Tax incentives or deductions for:
  - Investing in renewable energy.
  - Donating to charities.
  - Saving for retirement.

### 5. **Resource Allocation:-**

Correcting Market Failures; Taxes help allocate resources more efficiently by correcting;

- Externalities (e.g. taxing pollution).
- Overuse of public goods (e.g. road usage tolls).

This ensures the economy operates in a more socially optimal manner.

### 6. **National Development and Infrastructure Long-term Investment:-**

Tax revenues fund to large-scale development projects such as:

- Public schools and universities

- Power grids and clean water system

These investments enhance productivity, attract investment and improve living standards.

#### 7. **Political and Social Objectives:-**

Promoting national goals; Taxes can reflect the values and priorities of a society:

- Promoting home ownership through mortgage interest deductions.
- Encouraging family formation with child tax credits.
- Supporting veterans and senior citizens through special tax benefits.

### **Types of Taxes:**

There are two types of taxation:

#### 1. **Direct tax:**

A direct tax is a tax that is directly imposed on individuals or organizations and cannot be shifted to others. The person or entity on whom it is levied is responsible for paying it to the government.

#### **Features of Direct Tax:**

- Paid directly to the government by the tax payer.
- The burden cannot be passed on another person.
- Based on income, wealth or profits.
- Helps in reducing income inequality.
- Usually progressive: Higher income=Higher income tax.

**There are some types of Direct tax are as follow:-**

##### a. **Income tax:**

Income tax is a type of tax that governments charge individuals or businesses based on the income or profits they earn.

#### **Who pays income tax?**

Income tax pays by individuals, businesses and other entities that earn income.

### **How it is calculated?**

Based on how much you can earn income. If you earn large amount of income usually you can pay a large amount of income tax. This is often done using tax slabs or brackets.

#### **b. Corporate tax:**

Corporate tax refers to that type of tax in which government charges tax on profits or income of companies.

### **Who pays corporate tax?**

Corporate tax pays on businesses or companies not individuals.

#### **c. Capital gain tax:**

When you sell something valuable for more called capital gain, and the government impose taxes such type of gains.

#### **d. Wealth Tax:**

Wealth tax is a tax levied on the total value of a person's assets rather than on Income or profits.

## **2. Indirect Tax:-**

An indirect tax refers to that which imposed on goods and services rather than on income or profits. The final burden of the tax is passed to the consumer, although it is collected by the seller or manufacturer.

### **Feature of Indirect Tax:**

- Collected by intermediaries (retailers, manufacturers).
- Shiftable: The burden can be passed on to the end user.
- Usually regressive: Affects all income groups equally.
- Charged at the point of sale or production.
- Encourages compliance through in build mechanisms like invoicing.

**There are some types of Indirect tax:-**

- a. GST (Goods Service Tax):** A single, unified tax on the supply of goods and service, charged at every stage of the supply chain but ultimately paid by the consumer.

**Example:-** When you buy a mobile phone, GST is included in the price you can pay at the shop.

- b. Value Added Tax (VAT):-**

A tax on the value added at each stage of production or sale of a product.

**Example:-** A manufacture adds value of raw materials and sells to a wholesaler. VAT is paid on this added value.

- c. Excise Duty:-** A tax on the manufacture of goods within a country, especially on products like alcohol, fuel etc.

**Example:-** A factory that produces liquor pays excise duty to the government.

- d. Sales tax :-** A tax charged on the sale of goods to the final consumer.

**Example:-** you buy a fan from a store, the price includes sale tax.

- e. Custom Duty:-** A tax on goods imported into or exported from a country.

**Example:-** If you import a car from another country, you pay customs duty at the port.



### **Introduction Of CA Firm**

**Anil Puneet & Associates**, is a reputed Chartered Accountants (CA) firm located in the heart of Panchkula, at sector 8. Established with a vision to provide professional and reliable financial, accounting, and auditing services, the firm has steadily grown to become a trusted name among its clients, ranging from individuals and startups to well-established businesses.

The firm operates under the leadership of experienced Chartered Accountants who are members of the **Institute of Chartered Accountants of India (ICAI)**. With a strong commitment to quality, ethics, and client satisfaction, Anil Puneet & Associates, continue to uphold the highest standards of professionalism in the field of accountancy.

### **Location and infrastructure**

The office of Anil Puneet & Associates is strategically located in **Sector 8, Panchkula**, which is easily accessible by public and private transport. The firm's premises are well-maintained and designed to create a professional yet comfortable environment for both employees and clients.

The office is equipped with modern infrastructure, including workstations, meeting rooms, high-speed internet, accounting software, printers, and scanners. This type of infrastructure helps the team to efficiently deliver services to clients and maintain a paperless workflow wherever possible.

### **Working Hours and Culture**

The regular working hours of the firm are from **10:00 AM to 6:00 PM**, Monday to Saturday. The office environment is disciplined yet friendly, encouraging interns and staff members to learn and grow in a supportive setting. The firm places great emphasis on punctuality, professional ethics, and timely delivery of services.

Interns at Anil Puneet & Associates are guided by senior staff and partners, who take special care in training newcomers about practical accounting, GST, Income Tax, ROC filing, TDS, and other areas of taxation and compliance.

### **Services offered**

Anil Puneet & Associates offers a comprehensive range of professional services in the domain of:

- **Accounting and Bookkeeping:** Regular maintenance of accounts, preparation of final accounts, reconciliation of bank statements, etc.
- **Audit and Assurance:** Conducting statutory audits, internal audits, tax audits, and stock audits as per the norms of ICAI.
- **Taxation Services:** Filing of income tax returns, GST returns, TDS returns and tax planning for individuals and companies.
- **Company Law Matters:** Financial planning, investment advisory, project reports, loan proposals, and business startup consulting.
- **GST Compliance:** Registration, monthly/ quarterly filing of GSTR-1, GSTR-3B, annual returns, and reconciliation services.

The firm uses updated accounting software like tally, busy and GST utility tolls, along with portals such as the income tax portal, GST portal, and MCA portal for various compliances.

### **Team and Leadership:**

The core strength of Anil Puneet & Associates lies in its experienced and dedicated team of Chartered Accountants, Account Executives, and support staff. The partners of the firm are known for their expertise, integrity, and client-centric approach.

Interns at the firm are considered a vital part of the team and are exposed to real-time work environment. They are encouraging to handle responsibilities under supervision, attend clients meeting, and take part in audits visits, which provides them with practical exposure and professional grooming.

### **Professional Values and Vision:**

Anil Puneet & Associates operates with a strong sense of professional ethics, transparency, and confidentiality. The firm follows the guidelines laid down by the ICAI and ensures complete compliance with statutory requirements.

The vision of the firm is:-

“To provide accurate, timely, and reliable professional services with integrity and excellence, contributing, contributing to the financial well-being of our clients.”

The firm aims to become a one-stop solution for all accounting and financial advisory needs and constantly updates its processes to stay aligned with changing laws and technology.

### **Learning Environments for Interns:-**

One of the major highlights of Anil Puneet & Associates is its intern-friendly environment. Interns are encouraged to participate in various tasks, including data entry, GST return filing, tax audit reports, TDS workings, preparation of financial statements, and compliance checks.

The firm believes in “**learning by doing**”, and this philosophy helps interns to develop a practical understanding of how a CA firm operates. Frequently guidance, review of work, and feedback help interns enhance their skills and confidence.

### **Objectives**

1. To study of the practical application of taxation laws such as income tax, GST, and TDS in real business scenarios.
2. To study of the process of preparation and filing of income tax returns (ITR), Goods and Services Tax (GST) returns.
3. To study of compliance procedures related to Tax Deducted at Source (TDS), including deduction, deposit, and filing of TDS returns.
4. To study of the auditing procedures, including statutory audit, tax audit, and internal audit conducted in the firm.
5. To study of the application of theoretical knowledge of taxation and accounting into professional practice.

## CHAPTER-2

### RESEARCH METHODOLOGY

Research methodology is the systematic framework adopted to carry out a study in a structured and logical manner. During my internship at 'Anil Puneet & Associates', the research methodology is design to understand the practical applications of taxation and auditing in a professional environment. The methodology helped in bridging the gap between classroom knowledge and real-world practice by combining observation, participation, and interaction.

This methodology not only guided my internship activities but also provided me with insights into how Chartered Accountants deal with day-to-day client requirements, compliance procedures, and regulatory framework.

#### Sources of Data Collection

The research methodology is based on two types of data collection:

##### **(a) Primary Data:**

- Direct observation of work performed in the office.
- Practical training through active involvement in filing returns and preparing financial documents.
- Discussions and interaction with Chartered Accountants and other staff members.
- Exposure to client cases and real-time compliance work.

##### **(b) Secondary Data:**

- Reference to textbooks, accounting standards, and professional study materials.
- Use of the Income Tax Act, GST Act, and related circulars/notifications.
- Information from government websites and e-filing portals.
- Guidance from audit reports and company records provided for training.

#### Research Approach

The research followed a descriptive and analytical approach:

- **Descriptive:** understanding existing procedures of taxation, auditing and compliance.
- **Analytical:** analytical based studies, identifying issues in client files, and understanding how CA professionals resolve them.

The approach is qualitative in nature, as the focus is to more gaining conceptual clarity and professional exposure rather than collecting numerical data.



### **Tools and Techniques Used**

During the internship, the following tools and techniques are applied:

- **Accounting software:** Tally, and Microsoft Excel for data handling.
- **E-filing portals:** like Income tax portal for ITR filing, TDS returns, and PAN-related work.
- **Practical exposure:** working on audit files, vouchers, ledgers, and reconciliation statements.
- **Discussion method:** learning through continuous interaction with seniors and mentors.

### **Scope of Research**

The scope of the study during the internship is wide and covered:

- Filing of ITRs for individuals, firms, and companies.
- Filing of monthly/quarterly GST returns.
- Deduction, deposit, and filing of TDS returns.
- Assistance in audit procedures (checking vouchers, ledgers, GST reconciliations).
- Preparation of basic financial statements under guidance.
- Observing client communication and advisory services given by the CA firm.

## CHAPTER-3

### Data Interpretation and Analyses

#### **Meaning of Data Interpretation in Taxation:**

Data interpretation in taxation means that to examining, understanding, and analyzing financial and tax-related information to make it meaningful for compliance, decision-making, and reporting.

As an intern at CA firm “Anil Puneet & Associates, I learned how financial data is covered into structured information, interpreted, and then used for filing statutory returns or advising clients.

#### **Types of Data in Taxation:**

**1. Quantitative Data:** This includes all numerical figures related to taxation, such as:-

- Income figures in ITR
- TDS deducted and deposited
- GST output liability and input credit.
- Advance tax installments and interest calculations.
- Balance sheet and profit & loss account figures.

**Example:** if a client earned Rs. 12,00,000 salary and had Rs. 1,20,000 TDS, then interpretation means checking whether correct tax liability is met, and whether advance tax is required.

**2. Qualitative Data:** This includes descriptive, legal, or procedural information used in taxation:

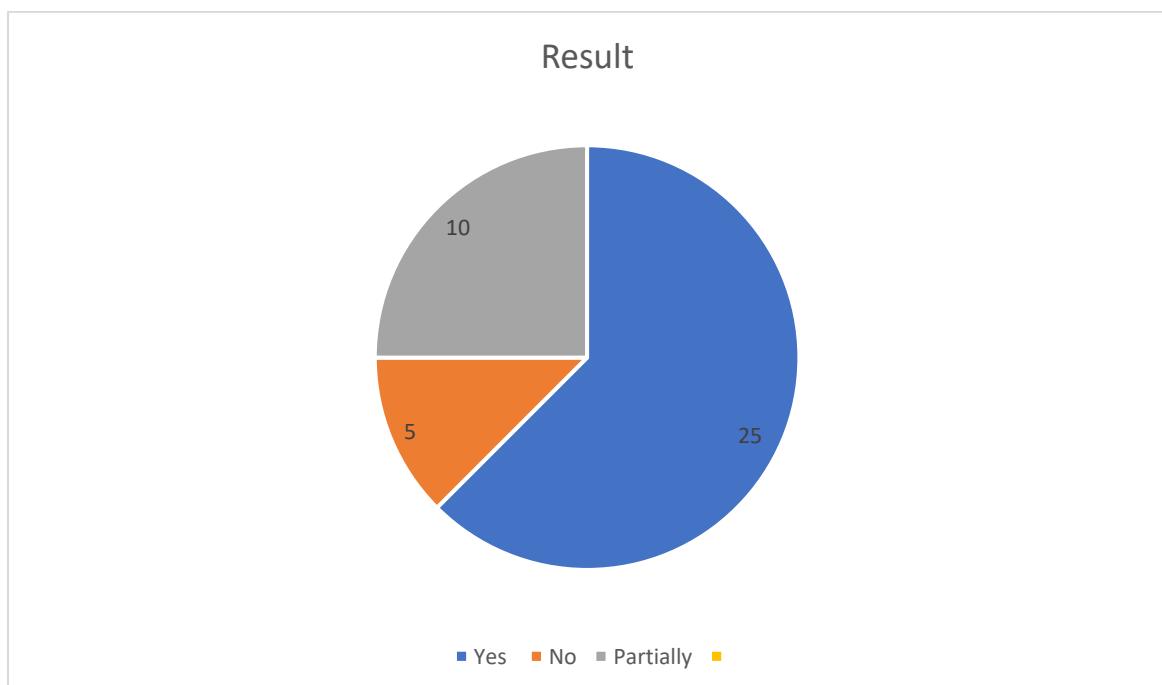
- Section of Income Tax Act.
- GST rules about input credit eligibility
- Filing due dates of ITR, TDS returns, GST returns.
- Nature of income

**Example:** if GST law says ITC cannot be claimed on personal car expenses, qualitative interpretation is ensuring such ITC is not wrongly claimed.

### **Questionnaire of Data Interpretation:**

#### **Question-1 Awareness about Direct Taxes:**

Response	No. of Respondents	Percentage
Yes	25	62.5%
No	5	12.5%
Partially	10	25%

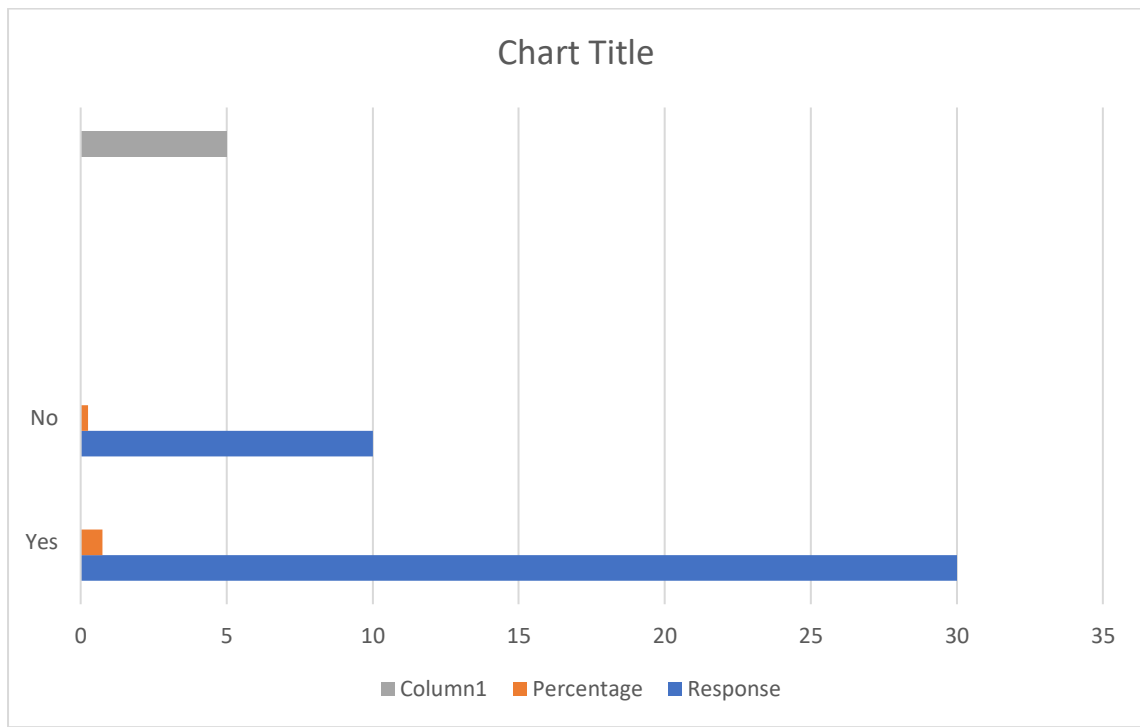


#### **Interpretation:**

Majority (62.5%) respondents are aware of direct taxes, but 25% still have only partial knowledge. Awareness programs may be required.

### Question-2 Income Tax Returns (ITR) filing:

Filing Status	No. of Respondents	Percentage
Yes	30	75%
No	10	25%

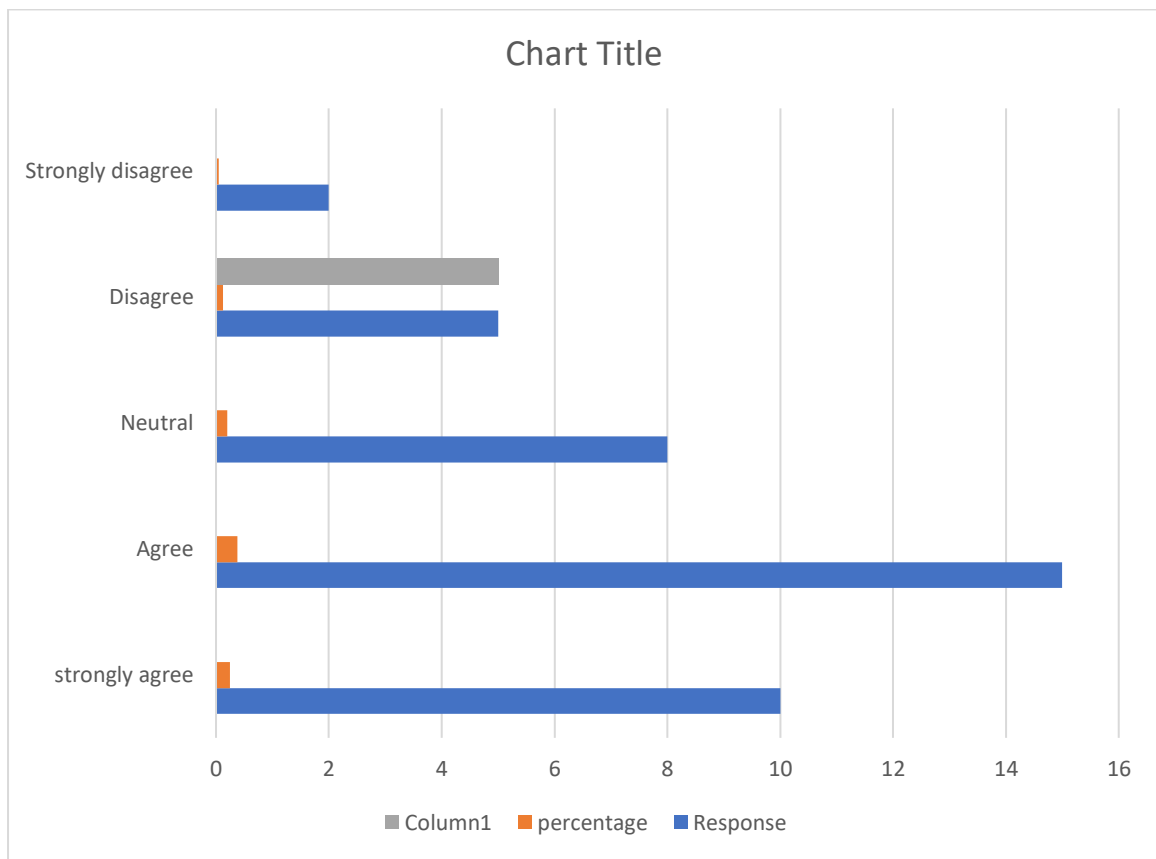


### Interpretation:

Most respondents (75%) file ITR regularly, while 25% do not, including a gap in compliance or awareness.

### Question-3 Opinion on GST Simplification:

Response	No. of Respondents	Percentage
Strongly Agree	10	25%
Agree	15	37.5%
Neutral	8	20%
Disagree	5	12.5%
Strongly Disagree	2	5%



### Interpretation

Around 62.5% respondents believe in GST simplified taxation, whereas, 17.55 disagree, showing the mixed experience.

**Question-4 How to interpretate TDS reconciliation:**

Clients from 26AS shows TDS credit of RS. 48,000 for FY 2024-25.but in books of accounts it shows as TDS deduction as Rs. 50,000.

**Interpretation**

- Is there are any mismatch in TDS records
- If yes, what could be possible reasons?
- What action should the CA take?

**Question-5 When client file advisory case (Qualitative Data):**

This must be happened in that cases when the clients asks whether to choose new regime or old regime.

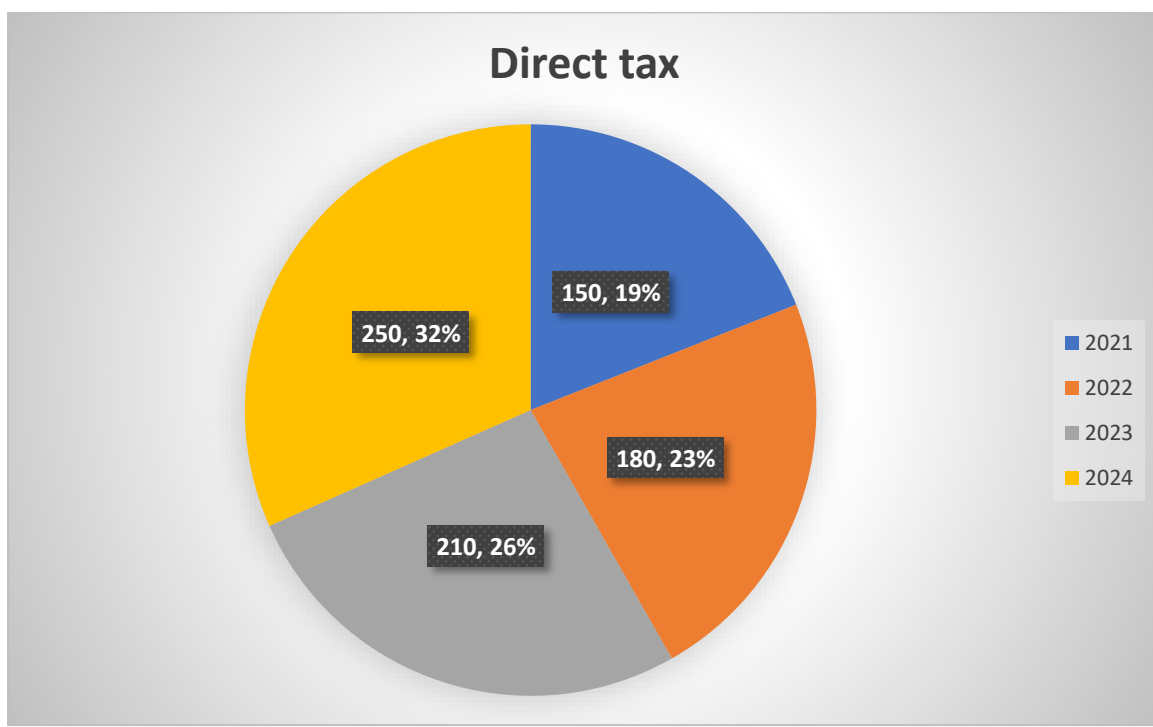
If Income = Rs. 90,000; deductions u/s 80C= Rs. 1,50,000; HRA exemption= Rs. 50,000.

**Interpretation**

- More concerned about in which regime is more beneficial and why?
- What type of advice should be given CA to the different types of clients in different cases. It must be noticed.

#### Question-6 Direct vs Indirect Taxes:

Year	Direct Taxes (in lakhs)	Indirect Taxes (in lakhs)
2021	150	200
2022	180	220
2023	210	250
2024	250	280

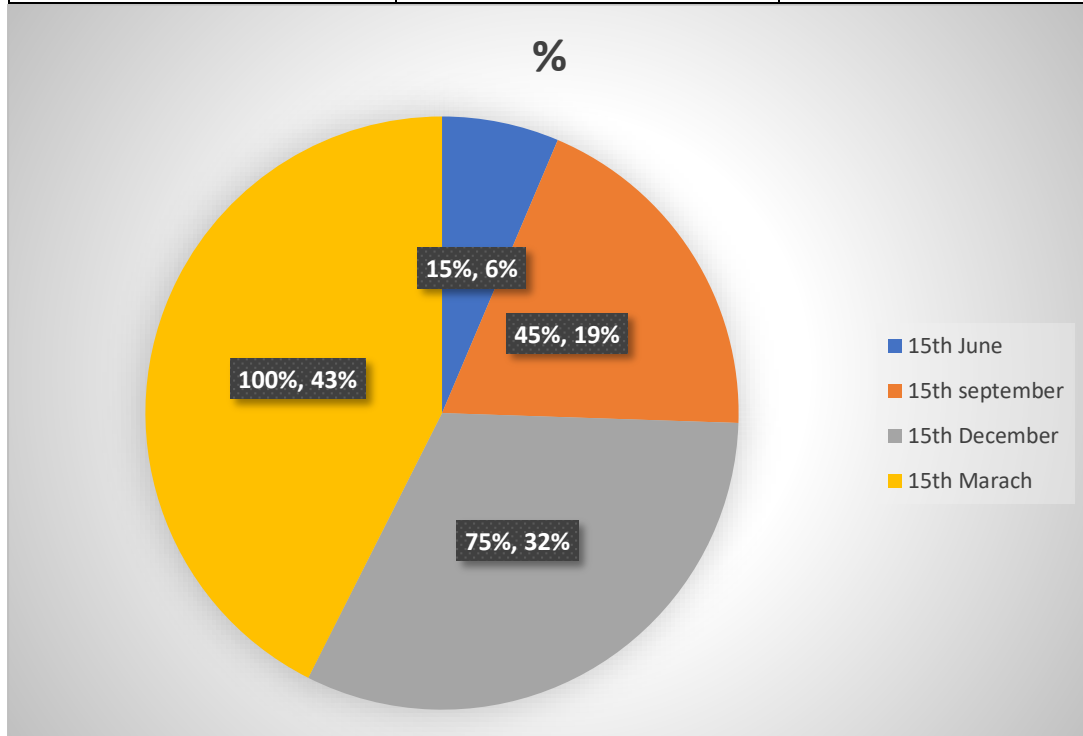


#### Interpretation

Both direct tax and indirect tax show steady growth over the years. However, indirect tax remains consistently higher, which indicates that consumption-based taxation contributes more to government revenue. This suggests a need to balance the tax structure to reduce the burden on consumers and strengthen direct tax collection.

### Question-8 Advance tax payment schedule:

Installment due dates	% of tax to be paid	Amount
15 <sup>th</sup> June	15%	18,000
15 <sup>th</sup> September	45%	50,000
15 <sup>th</sup> December	75%	70,000
15 <sup>th</sup> Marach	100%	1,00,000



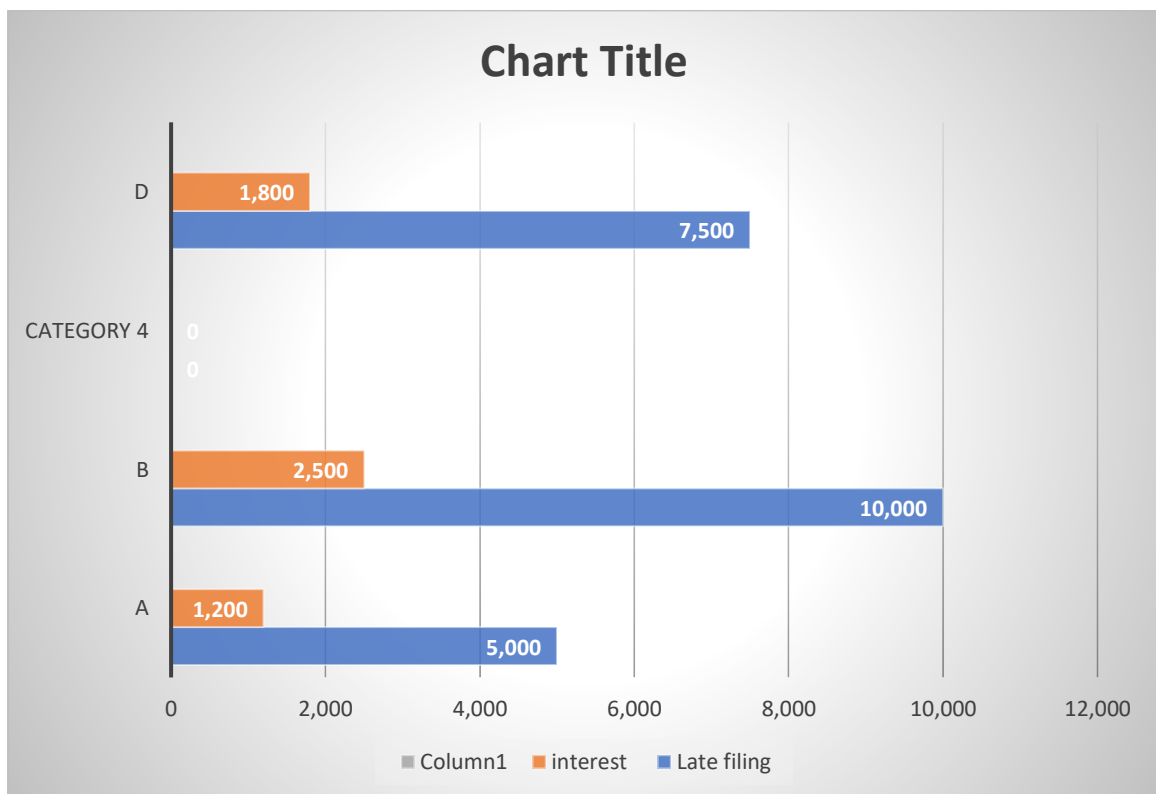
### Interpretation

Advance tax liability is structured in installments. In this case, the client paid all dues except in September, when the payment was delayed. This delayed may lead to interest u/s 234B/234C. proper planning can ensure timely payments and avoid penalties.



### Question-9 Penalty cases in taxation:

Client	Late filing penalty	Interest charged
A	5,000	1,200
B	10,000	2,500
C	0	0
D	7,500	1,800

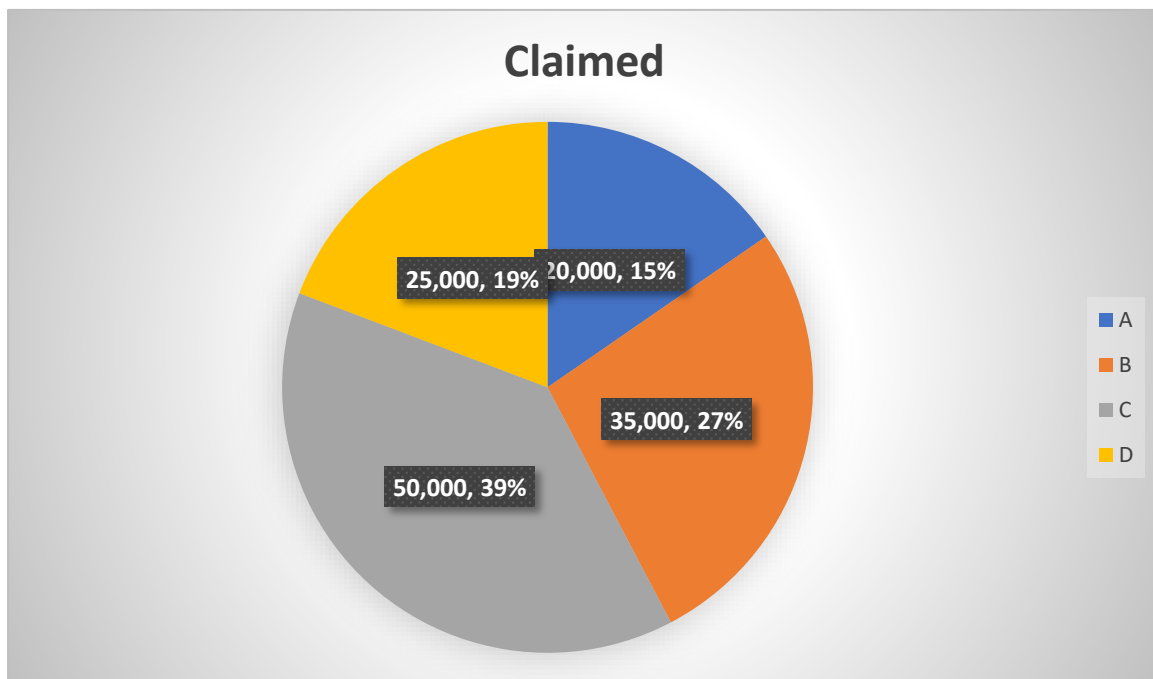


### Interpretation

The table shows that the penalties arise mostly due to non-compliance in timely filing and deposit. Client C stands out as fully compliant, which should be taken as a benchmark. Stronger internal reminders can reduce penalty cases.

**Question- 9 Refund status analysis:**

Client	Refund claimed	Refund received
A	20,000	20,000
B	35,000	30,000
C	50,000	40,000
D	25,000	25,000

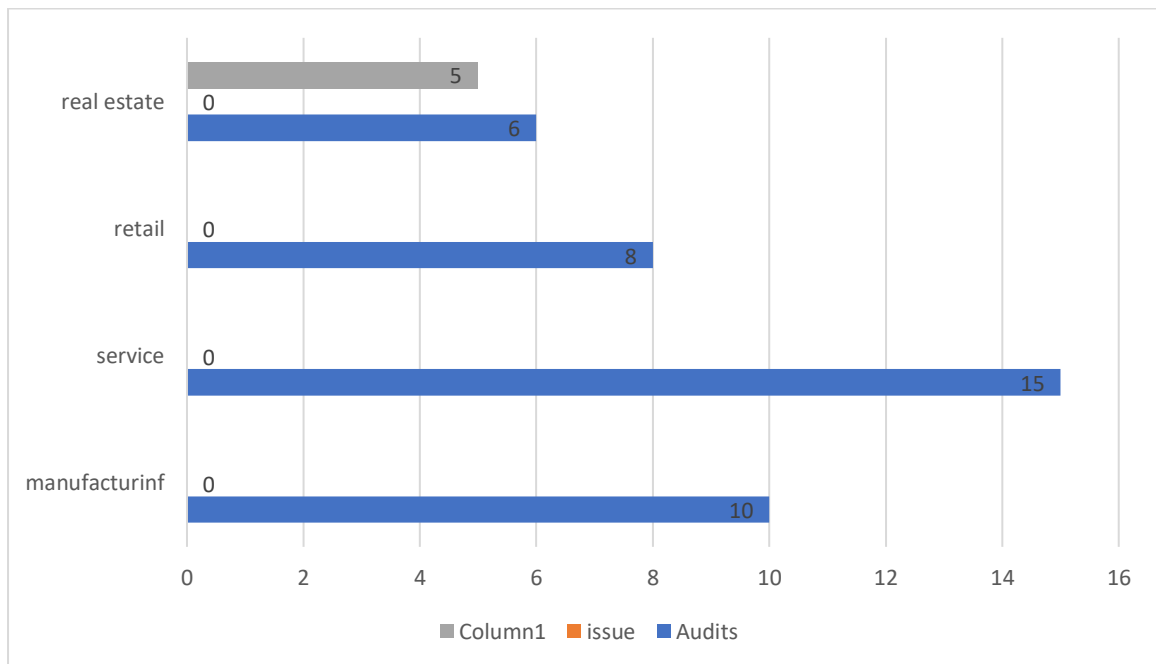


**Interpretation**

Refunds are processed smoothly for clients A and D with zero delays. However, Client B and C faced delays and short refunds, indicating possible mismatches in returns and processing. This shows the importance of accurate filing and reconciliation with Form 26AS.

**Question-10 Tax audit observations:**

Sector	No. of audits done	Common issue
Manufacturing	10	Inventory mismatch
Service	15	Delay in GST return
Retail	8	Cash transactions
Real Estate	6	TDS non-deduction

**Interpretation**

Service sector had the maximum audits and frequent delay in GST return filings. Manufacturing showed inventory valuation issues, while real estate had TDS defaults. This highlights the different compliance challenges faced by industries.

## **CHAPTER-4**

### **FINDING, SUGGESTIONS, AND LIMITATION**

#### **FINDINGS:**

- In many cases, there are mismatches between client's books, from 26AS and TDS challans, leading to reconciliation issues.
- Some client over-claimed GST Input Tax Credit, which later required reversal as per GSTR-2B data.
- Advance Tax compliance was often weak; many taxpayers paid taxes only in March, which caused interest liability under section 234B/234C.
- Salaried individuals generally relied on employer's TDS, but sometimes balance tax payable remained due to other income.
- A significant delay is seen in filing GST returns (GSTR-3B) which increased burden of late fees and interest.
- Many small clients are not aware of the difference between new vs old tax regime, and made decisions without comparing tax input.
- Several clients lacked proper documentation of expenses and investment proofs, leading to disallowances during tax computation.
- Frequent changes in tax rules created confusion on consultants for timely compliance.
- Some businesses did not reconcile their purchase register with GSTR-2B regularly, which caused mismatches in ITC claims.
- Lack of awareness about digital tools and e-verification processed led to delays and errors in filing returns.
- Small owners had faced difficulties during understanding GST input-output reconciliation, especially in case of interstate supplies.
- Tax audit reports (From 3CD) often required multiple revision due to incorrect data provided by clients.

#### **SUGGESTIONS:**

- Maintain proper reconciliation- clients should regularly reconcile TDS from books with 26AS to avoid mismatches at year-end.
- Use GST Software Tools- Automated tools can help match GSTR-2B with purchase records to prevent wrong ITC claims.
- Advance Tax Awareness- clients should be guided to pay installments on time to reduce unnecessary.
- Educate salaried clients- awareness sessions about reporting additional incomes should be given to avoid last-minute dues.

- Encourage Timely Filing- reminders and compliance calendars can help reduce late fees for GST and TDS returns.
- Tax planning advisory- before opting for new or old regime, CA should provide comparison sheets so clients can choose the most beneficial option.

### **LIMITATION:**

- Internship period is limited, so I could only observe a few case studies and not the entire client cycle.
- Many times, incomplete client data are provided which means interpretation difficult.
- Changing tax laws and frequent amendments created confusion in interpretation.
- Some data are confidential ,so detailed client cases could not be accessed.
- Time constraints meant more focus on compliance rather than deep tax planning analysis.
- As an intern, I had limited access to advanced CA firm software, so interpretation are done with guidance.

## **CHAPTER-5**

### **Result of Learning**

The internship in the field of taxation under a Chartered Accountancy (CA) firm provided me with valuable exposure to real-world tax practices and procedures. It helped bridge the gap between academic knowledge and its practical application in a professional environment. These are following outcomes not only enhance my technical knowledge but also helped to build confidence and professional skills:

#### **1. Understand the concept of Tax Deducted at Source (TDS):**

##### **Introduction**

The concept of TDS is introduced with an aim to collect tax from the very source of income. As per this concept, a person who is liable to make payment of specified nature to any other person shall deduct tax at source and remit the same into the account of the Central Government.

##### **Meaning of TDS**

TDS (Tax Deducted at Source) is a method of collecting income tax in India. It is used to collect tax directly at the source of income. Under a Chartered Accountant (CA) or in the context of accounting and taxation, TDS ensures that tax is deducted at the point of making certain payments such as salary, rent, commission, professional fees, interest, etc, and then deposited with the government.

##### **Example:**

Suppose a company hires a Chartered Accountants (CA) for professional service and agrees to pay 50000 as fees.

- According to Section 194J of the Income Tax Act, TDS on professional fees is 10%.
- So, the company will deduct 5000 (10% of 5000) as TDS.
- The CA will receive 45000 in hand.
- The 5,000 will be deposited to the government by the company as TDS under the CA's PAN.

Particulars	Amount
Professional Fees	50,000
Less: TDS @10% (194J)	5,000
Net Payment to CA	45,000
TDS Deposited to Govt.	5,000

**a. When Should TDS be Deducted and by Whom?**

Any person making specified payments mentioned under the 'Income Tax Act', is required to deduct TDS at the time of making such payments. But no TDS has to be deducted if the person making the payment is an individual or HUF whose sales from business or profession, is not exceeding Rs.1 crore or Rs.50 lakhs, respectively.

However, if payment is towards rent, brokerage, commission etc., made by an individual or HUF exceeding specified limits mentioned in the Act, TDS will have to be deducted by the individual or HUF at lower rates as applicable even if the individual or HUF is not liable for a tax audit. Also, such individuals and HUF liable to deduct TDS need not apply for TAN.

**b. What is the Due Date for Depositing the TDS to the Government?**

The Tax Deducted at Source, must be deposited to the government by the 7<sup>th</sup> of the subsequent month.

For instance: TDS deducted in June must be paid to the government by the 7<sup>th</sup> of July. However, the TDS deducted in March should be deposited by 31<sup>st</sup> May. For TDS deducted on purchase of property, the TDS payment due dates are 30 days from the end of the month in which TDS is deducted.

The TDS statements have to be furnished on a quarterly basis as follow:

Quarter	Due Date
April to June -Q1	31 <sup>st</sup> July
July to September -Q2	31 <sup>st</sup> October
October to December -Q3	31 <sup>st</sup> January
January to march -Q4	31 <sup>st</sup> May

**c. How to Deposit TDS?**

TDS has to be deposited via the 'Income Tax Portal' based on the TAN login. Direct tax payments facility has been migrated from OLTAS, e-payment: Pat taxes online, to e-Pay tax facility to e-portal. You have to click on 'e-Pay Tax' option of Income Tax Department on <https://www.incometax.gov.in/> to make direct tax payments including TDS.

**d. How and when to file TDS returns?**

Filing Tax Deducted at Source return is mandatory for all the persons who have deducted TDS. TDS returns is to be submitted quarterly and various details need to be furnished like TAN, amount of TDS deducted, type of amount, PAN of deducted, etc. Also, different forms are prescribed for filing returns depending upon the purpose of the deduction of TDS. Various types of returns forms are as follow:

Form No.	Transactions report in return	Due Dates
Form 26Q	TDS on all payments except salaries	Q1- 31 <sup>st</sup> July Q2- 31 <sup>st</sup> October Q3- 31 <sup>st</sup> January Q4- 31 <sup>st</sup> May
Form 24Q	TDS on salary	Q1- 31 <sup>st</sup> July Q2- 31 <sup>st</sup> October Q3- 31 <sup>st</sup> January Q4- 31 <sup>st</sup> May
Form 27Q	TDS on all payments made to non-residents except salaries	Q1- 31 <sup>st</sup> July Q2- 31 <sup>st</sup> October Q3- 31 <sup>st</sup> January Q4- 31 <sup>st</sup> May
Form 26QB	TDS on sale of property	30 days from the end of the month in which TDS is deducted



Form 26QC	TDS on rent	30 days from the end of the month in which TDS is deducted
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**e. What is a TDS Certificate?**

Form 16, Form 16A, Form 16B and Form 16C are all TDS certificates. TDS certificates have to be issued to the assessee from whose income TDS is deducted while making payment. For instance, banks issue Form 16A to the depositor when TDS is deducted on interest from fixed deposits. Form 16 is issued by the employer to the employee.

**f. TDS Credit in Form 26AS:**

TDS deductions are linked to PAN numbers for both the deductor and deductee. If TDS has been deducted from any of your income you must go through the Tax Credit Form 26AS. This form is a consolidated tax statement that is available to all PAN holders.

**g. Penalty for Late Filing of TDS Returns:**

A late fee of 200 per day is levied under Section 234E for the delayed submission of TDS/TCS returns to the income tax department (ITD). This means that the fee accumulates for each day the return is late, up to a maximum limit equal to the total TDS amount. It's important to pay this late fee before submitting the TDS/TCS return.

**Types of TDS:**

Here are some of the income sources that qualify for TDS:-

- Salary
- Payments to contractor
- Commission payments
- Sale of House
- Insurance Commission
- Interest on securities
- Rent payment
- Professional fees
- Online Gaming
- Winning from games like a lottery, betting, gambling, crossword puzzle, card, etc.

**h. What is TDS Return?**

TDS returns summarize the total TDS deducted transactions in the relevant quarter. They are also disclosed in the payee's Form 26AS. In case of non-furnishing of TDS payment, there will be a hefty penalty.

**i. Who is Eligible for TDS Return?**

TDS returns should be filed by:

- Employers/ organisations that possess a valid PAN,
- Professionals who pay tax under 44AB,
- Holding office under government or companies.

TDS should be deducted from salary income, income received on securities, insurance commission and any other transaction specified in the 'Income Tax Act'.

**j. Rate of TDS Deduction:**

The rates of TDS to be deducted are different for different types of incomes. TDS rates range from 1% to 30% depending on the transactions.

**Due Dates to file TDS Returns:**

Quarter	Due Date
April to June – Q1	31 <sup>st</sup> July
July to September – Q2	31 <sup>st</sup> October
October to December – Q3	31 <sup>st</sup> January
January to March – Q4	31 <sup>st</sup> May

**k. Prerequisites for Uploading TDS Returns:**

Before you can upload the return, you must ensure the following:

- You must hold a valid PAN and it should be registered for e-filing.
- Your TDS statements should be prepared using return preparation utility and validated using file validation utility.
- You can prepare your returns in an easy manner using clear TDS.
- You should have a valid DSC registered for e-filing if you wish to upload using DSC.

- The principal contact's bank account or demat account detail should be provided or the principal contact's PAN should be linked with Aadhar if you wish to upload using EVC.

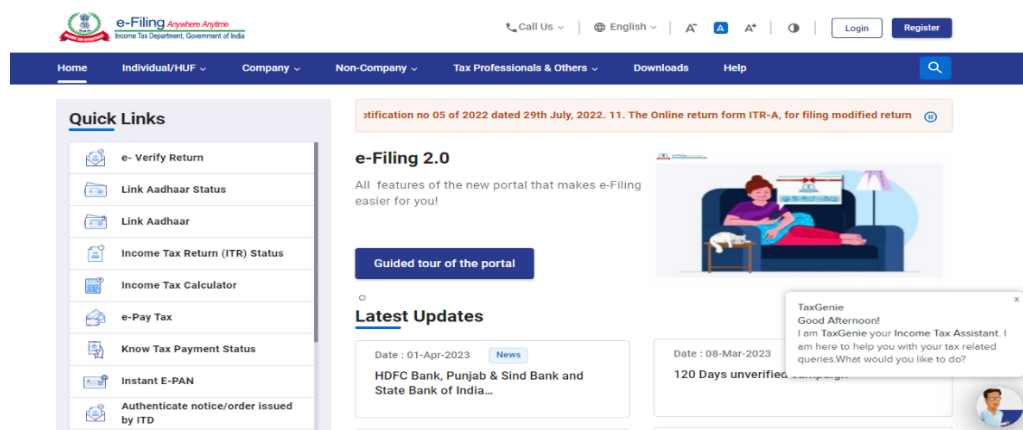
## How to file TDS Return Online: Step-by-Step filing Process:

If you have earned specific income and TDS has been deducted from it, then it should be paid to the government and a return should be filed. The return should be uploaded to the TRACES portal. Filing and complying with data procedures is a tedious process. Hence, the income tax portal has provided for uploading the return on its website. In this statement, let us cover the details regarding the TDS Return Filing.

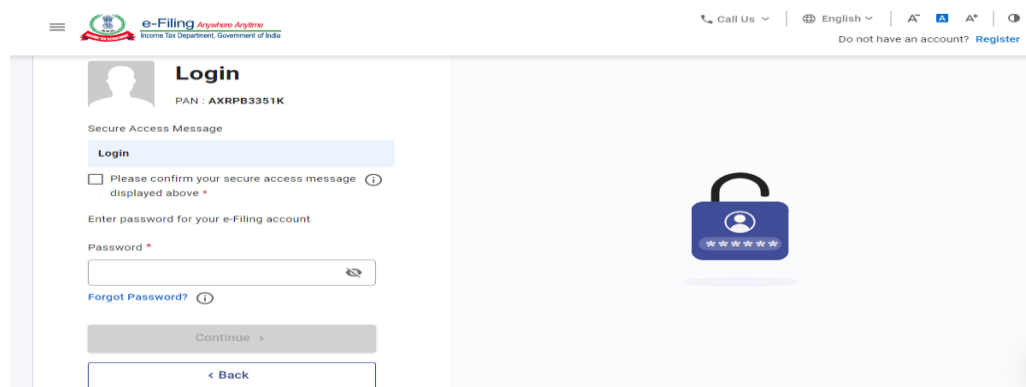
## How to File TDS Return on the Income Tax Portal:

Here is a step-by-step guide on uploading TDS statements on the income tax website:

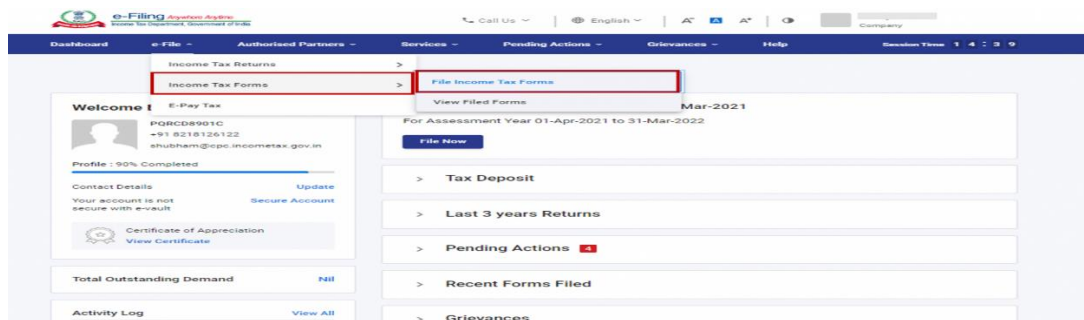
**Step 1:** Go to <http://incomeraxindiaefiling.gov.in/>



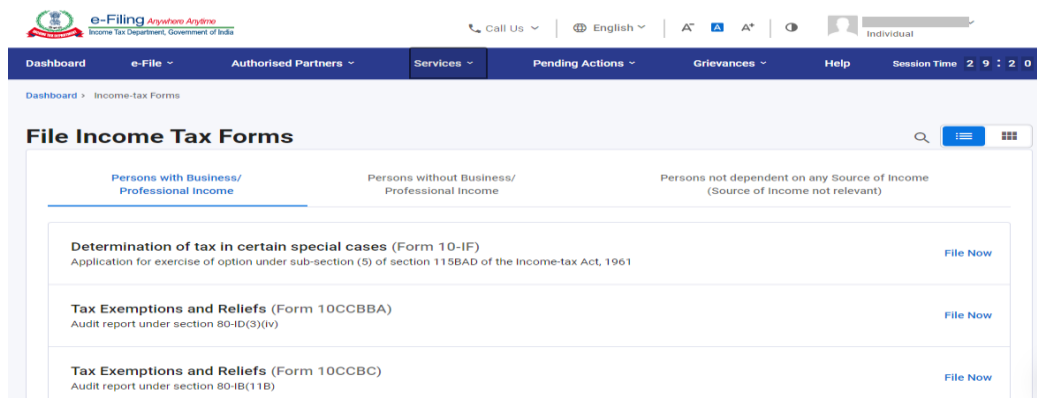
**Step 2:** Login using your PAN details.



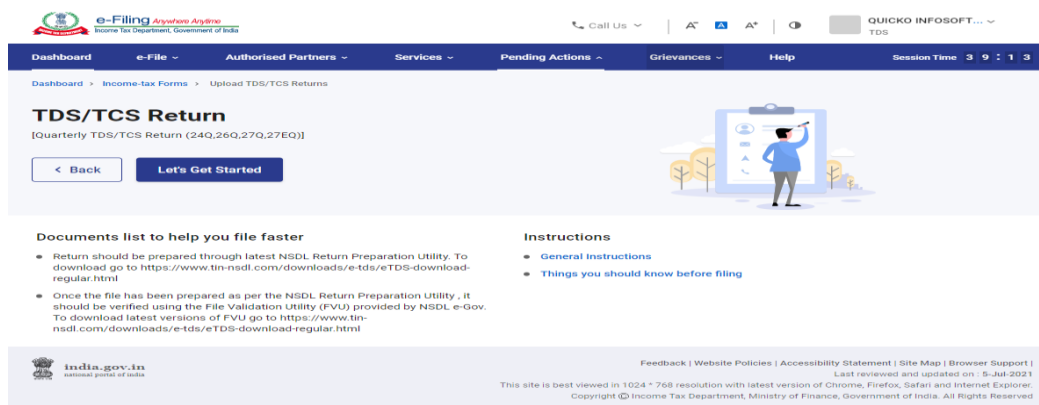
**Step 3:** Click on 'e-filing', then 'Income Tax Forms', and then 'File Income Tax Forms' from the dashboard.



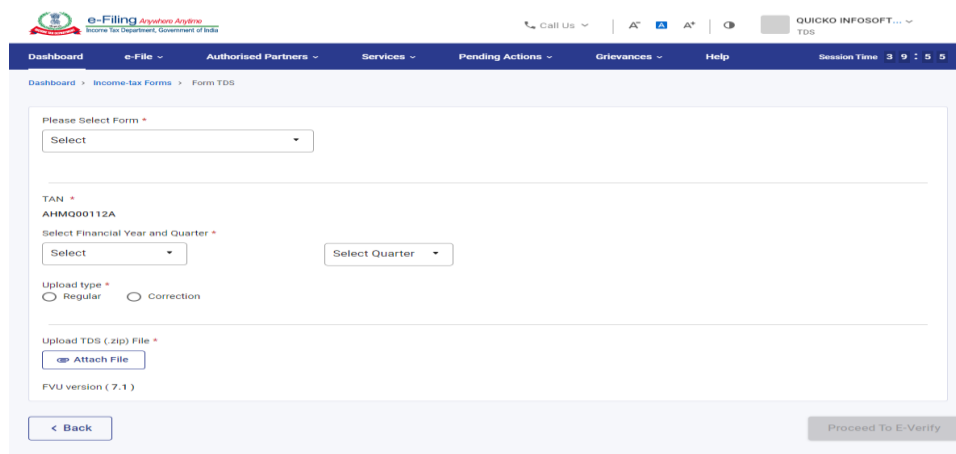
**Step 4:** Select the form you have to file



**Step 5:** Proceed the 'Upload TDS form', click on the 'Let's Get Started' option.



**Step 6:** Enter the following details and then click on 'Proceed to e-verify':



The screenshot shows the 'Form TDS' page on the e-Filing portal. The page has a blue header with navigation links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The session time is 3:09:55. The main content area is white and contains the following fields:

- Please Select Form \***: A dropdown menu with 'Select' as the current value.
- TAN \***: A text field containing 'AHMQ00112A'.
- Select Financial Year and Quarter \***: Two dropdown menus, both with 'Select' as the current value.
- Upload type \***: Two radio buttons, 'Regular' (selected) and 'Correction'.
- Upload TDS (.zip) File \***: A button labeled 'Attach File'.
- FVU version ( 7.1 )**: A text field.

At the bottom of the form, there is a '< Back' button on the left and a 'Proceed To E-Verify' button on the right.

**Step 7:** Validate the return using the OTP sent to the registered mobile number to complete the process.

Following the completion of the process, you will receive a success message. If you haven't already generated your DSC, you can use the electronic verification code to validate the TDS statements (EVC).

TDS returns summarize the total TDS deducted transaction in the quarter. They are also disclosed in the payee's form 26AS. In case of non- furnishing of TDS payment, there will be a hefty penalty under section 234E.

## **2. Understand the Income tax:**

### **Meaning of Income tax:**

Income tax is a type of direct tax that is imposed by the government on the income earned by individuals and entities (like companies, firms etc.). It is one of the main sources of revenue for the government and is used for public services like infrastructure, healthcare, education, defence, and welfare schemes.

### **Who pays Income Tax?**

Income tax is paid by:

- Individuals (salaried, self-employed, freelancers).
- Hindu Undivided Families (HUFs).
- Firms and Partnerships.
- Companies
- Trusts and Associations

### **Sources of Taxable Income in India:**

- **Income from Salary:** Wages, pension, bonus, gratuity, etc.
- **Income from House Property:** Rental income from owned property.
- **Income from Business or Profession:** Profits from business, consultancy, freelancing.
- **Income from other Sources:** interest, lottery winnings, gifts, etc.

### **Importance of Income Tax:**

#### **a. Revenue for the government:**

Income tax is a major source of income for the government. The money collected is used to build infrastructure (roads, bridges, railways), hospitals, schools, and other public services. It also helps to run the entire administrative system of the country.

#### **b. Funding Social Welfare Programs:**

Income tax supports schemes like MNREGA (employment for rural poor peoples), PM Awas Yojana for housing, subsidies for farmers and poor people. These programs help to reduce poverty and inequality.

**c. Economic Development:**

Tax collection funds nation- building projects like smart cities, digital India, clean energy, and highways etc. A well-funded government can invest in long-term growth.

**d. Boosts International Image:**

A strong tax system shows a stable economy. It attracts foreign investors and increases India credibility globally.

**Penalties for not Paying or Delaying Income Tax:**

**a. Late filing Fee (Section 234F):**

If you don't file your ITR before the due date:

Up to 50,000 penalty if income is above 5 lakhs,

1,000 if income is below 5 lakhs.

**b. Interest on Late Payment (Section 234A, 234B, 234C):**

- **234A** – Delay filing return: interest @1% per month.

- **234B** – Not paying advance tax: Interest @1% per month.

- **234C** – Delay in installments of advance tax.

**c. Failure to Get Audit Done (Section 271B):**

If a person fails to get accounts audited: **Penalty** = 0.5% of turnover (up to 1,50,000).

**d. Prosecution (Section 276C):**

Will full evasion of tax can lead to:

3 months to 7 years of imprisonment and along with fine also.



### **3. Understand the concept of Income Tax Return (ITR):**

#### **Income Tax Return filing in India:-**

An income Tax Return (ITR), is a form primarily used for filing details about your income and the applicable tax to the income tax department of India. He Indian, income tax laws state that the IT return should be filed by every individual and business earning an income. It assists in declaring taxable income, tax liability, and tax deductions claims, if any.

It is mandatory for firms or corporations, Hindu undivided families ( HUFs) and self-employed or salaried individual to file income tax return before the due date otherwise, a penalty will be levied for late filing.

#### **Meaning of Income Tax Return Filing:**

ITR filing is the process of in which a taxpayer must recorded his total income earned during the fiscal year. Individuals can file their taxes through the income tax department's official portal. It has been notified in seven different forms.

#### **Types of ITRs:**

There are nearly nine different types of income tax return forms i.e. ITR forms available for a taxpayer to use while filing his taxes. Individuals must, however, use only the following forms for filing returns, according to the central board of direct taxes in India.

- **ITR 1 or Sahaj:**

It should be used by individuals earning an annual income of less than Rs 50 lakhs through salary/pension and from only 1 house property.

- **ITR 2:**

The ITR-2 Form, is a that type of ITR form used by individuals who have earned money from the sale of assets or property. This form is also beneficial for people who earn money in countries other than India individuals or Hindu Undivided families (HUF) can usually use this form to file their ITR.

- **ITR-2A:**

The ITR-2A form is a new income tax return form that was introduced in the 2015-16 tax year. A Hindu Undivided Families (HUF) or an individual taxpayer can utilize this form.

- **ITR 3:**

The ITR-3 Form is useful for an individual taxpayer or a Hindi Undivided Family who is a partner in a firm but does not conduct any business via the firm. This also applies to those who do not make any money from the firm's operations.

- **ITR-4 or Sugam:**

This sort of ITR form is useful for persons who own a business or earn a living through a vocation. This form is appropriate to all types of businesses, undertakings, or professions, with no income restriction.

- **ITR-4S:**

The Itr-4S form could be used to file income tax returns by any person or Hindu Undivided Family (HUF).

- **ITR 5:**

The ITR-5 Form is exclusively used to file income tax returns by the firms, local authorities, co-operative societies, artificial judicial persons, body of individuals.

- **ITR 6:**

Except for firms or organizations that claim tax exemption under section 11, all companies utilize the ITR-6 form. Organizations that can claim tax exemptions under Section 11 are those whose income is derived from property utilized for religious or charitable purposes. This particular income tax return form can only be filed online.

- **ITR 7:**

This form is required to be used by entities claiming an exemption as colleges, universities, scientific research institutions, religious or charitable trust, political parties, etc.

### **Who should File Income Tax Returns?**

The following are the individuals who should file income tax returns:

- Assesses with a total income of Rs. 5 lakhs or more.
- Individual/HUF resident with assets outside of India.
- An Assesses is required to file returns under Section 239[4B] (ITR 7).
- The assesses must provide the assessing officer with a notice under Section 11 (2)(a).
- A person who claims relief or deductions under section 90 or 90A.
- A person who is a resident and has signing authority over any account situated outside of India.
- Every business.
- An assesses who is obliged by the Act to provide an audit report stated in sections 10(23C) (IV), 10(23C) (V), 10(23C) (VI), 10(23C), (via), 10A, 12A OR 115JB.
- AOP, BOI, Local authority (ITR 5), artificial juridical person, or cooperative society that does not fall under the terms of section 44AB.

### **Process of filing ITR (Income Tax Return):-**

**a. Online Mode:**

For filing the income tax return online, first, determine the income tax liability. Visit the official portal of the income tax department for e-filing income tax. Fill in the required details, upload the necessary documents if needed, and once confirmed, validate the filling.

**b. Offline Mode:**

Visit the near income tax department office then fill the necessary details to the required form and gather the required documents like Form 16, Form 26AS, TDS certificates. Once done, generate a JSON file of the ITR form and save it. Finally, submit ITR form by uploading the JSON file.

**Due Date for ITR filing and penalty for Late submission:**

Last date of file income tax return (ITR) for financial year 2024-2025 (Assessment year 2025-2026) without late fees is 15<sup>th</sup> September 2025.

A late fee of up to Rs 5,000 for individuals having an annual income of more than Rs 5 lakh will be levied. This income tax penalty amount can go up to Rs 10,000 if the income tax return is filed post the deadline.

**How to Register PAN on Income Tax portal:**

There are following steps to guide 'how PAN register on Income Tax portal':

**Step 1:**

Go to the e-filing portal homepage, click on register. In which basic requirement are as follow:

- PAN of organization
- Name of organization
- Date of incorporation
- LLPIN Number

**Step 2:**

Enter your PAN details under register as a Taxpayer option and click validate. In such case the PAN is already registered or invalid, an error message is displayed. If PAN and Aadhar are linked then in pop up message, select checkbox to confirm to validate details with UIDAI database.

### **Step 3:**

Enter all the mandatory details including name, DOB/DOI, gender and residential status as per your PAN on the basic details page and click continue.

### **Step 4:**

After PAN is validated, the contact details page appears for individual taxpayers. Enter your contact details as follow:

- Primary mobile number
- Primary mobile number belong to
- Primary E-mail ID
- Primary E-mail ID belong to
- Landline number

#### **Also enter “Postal Address Details” under contact details:**

In which following details are mentioned are as follow:

- Country name
- Flat/Door/Building
- Pincode
- Post office details
- Area/ locality
- Town/ city/ district-state
- Road/ street/ block / sector

### **Step 5:**

Two separate OTPs are sent to the primary mobile number and email ID mentioned, enter the separate 6digit OTPs received on the mobile number and email ID and click continue.

#### **Notes:**

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.

- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking resend OTP, a new OTP will be generated and sent.

**Step 6:**

Edit the details in the page if necessary and click confirm.

**Step 7:**

On the set password page, enter your desired password in both the set password and confirm password textboxes. Enter your personalized message and click register.

**Step 8:**

When you are successfully registered, click on proceed to login to begin the login process.

#### **4. Understand the concept of GST (Goods and Services Tax):**

GST, or Goods and Services Tax, is an indirect tax imposed on the supply of goods and services. It is a multi-stage, destination- oriented tax imposed on every value addition, replacing multiple indirect taxes, including VAT, excise duty, service taxes etc. goods and services are including under a single domestic indirect taxation law for the whole of India. In this regime, tax is charge at each point of sale.

##### **History of GST (Goods and Services Tax):**

The history of GST is fascinating. It was first implemented as a tax regime in 1954 in France and later adopted by several countries, including Australia, Canada, the United kingdom, Spain, South Korea, Vietnam, Monaco, etc.

In India, the GST came into force in 2000 after a committee was set up by the then Prime Miniter Atal Bihari Vajpayee, a task force. Headed by the finance ministry's advisor, Vijay L. Kelkar, he conducted that GST could help to improve the tax structure in India. In 2006, the Union ministry of finance proposed GST introduction from 1 April 2010. But, the Constitution Amendment Bill to facilitate the introduction of GST law was introduced in 2011. However, four supplementary GST bills were passed in Lol Sabha and approved by the cabinet. Later, GST came into force on 1 July,2017.

Upon implementation, the GST replaced the following central taxes:

- Service tax
- Duties of excise
- Central excise duties
- Cess and surcharge
- Additional duties of excise
- Additional duties of custom

GST services also subsumed the following state taxes:

- Entry tax
- Purchase tax

- Luxury tax
- State tax
- Central sale tax
- Entertainment tax
- Taxes on advertisements
- State cess and surcharges
- Taxes on gambling and lottery

Note that taxpayers who have an annual turnover of up to Rs. 20 lakhs can be exempted from the Goods and Services tax. This cut off is at Rs. 10 lakhs for special category states. The GST law also extended the option of choosing a compounding scheme and threshold exemption.

### **Objectives of GST:**

GST definition states that it is a tax that has replaced multiple indirect taxes, like VAT, service taxes, excise, etc., in India. Notably, gaining an insight into the objectives of this tax regime helps to understand GST meaning better.

For instance, the primary objectives of the GST service tax include:

- **Elimination of the cascading tax effect:**  
Under the GST bill, taxes are levied only on the net value-added portion, which eliminates the tax-on-tax regime and, in turn, lower the cost of goods.
- **The subsumption of all indirect taxes:**  
Except for a few, indirect taxes under the state and central government are subsumed into Goods and Service Tax.
- **Increases the tax to GDP ratio and revenue surplus:**  
A high tax to GDP ratio indicates higher tax collections, a sign of a strong economic system. A wider tax base and increased tax compliance are more likely to result in higher revenue for the government through GST services.
- **Decrease corruption level and tax evasion:**  
The GST bill aims to bring transparency in the tax system resulting in fewer instances of a false input tax credit.



### **Types of GST:**

There are four different types of GST, which are as follow:

- **State Goods and Services Tax (SGST):**

The state government charges SGST on intra- state goods and services transactions. Later, the revenue is collected by the state where the transactions in question were carried out.

- **Central Goods and Services Tax (CGST):**

The central government charges CGST on the intra-central transactions of goods and services. The concerned body is also responsible for collecting the revenue generated through this tax.

- **Integrated Goods and Services Tax (IGST):**

This GST tax is charge on inter-state transactions of goods and services and applied on imports and exports. Note the both centre and state share the revenue collected through IGST as per the GST bill. The state goods and service tax portion of this tax is collected by the state where the goods and services in question were consumed.

- **Union Territory Goods and Services Tax (UGST):**

This GST tax is levied by union territories and charges on all transactions carried out in any UT in India. It is similar in terms pf payment rules on the GST platform and distribution.

### **Documents required for GST registration:**

Below are the GST registration documents required by different eligible users to complete the process:

#### **Sole proprietor or individual:**

- PAN
- Address proof
- Aadhar card (owner)

- Bank account details
- Photograph (owner)

#### **Partnership firms inclusive of LLP:**

- PAN
- Address proof (partner and place of business)
- Bank account details
- Copy of partnership deed

#### **GST Registration Fees:**

The below steps explain the GST portal login process:

**Step 1:** Visit the official Goods and Services Tax portal.

**Step 2:** Navigate to the right-hand corner of the homepage.

**Step 3:** Click on the 'Login' button.

**Step 4:** Enter your surname, password, and CAPTCHA code and click on the 'login' button.

**Step 5:** After completing GST login, you will be redirected to the dashboard, where you will find the summary of GST credit, pay tax tab, file return tab.

Annual aggregate turnover or AATO, saved forms, notices received, etc.

If you do not have your credentials, you can easily retrieve them through the GST services portal. All you need to do click on the forgot password button on the login page and follow the subsequent steps.

#### **How to Calculate GST?**

In India, GST (Goods and Services Tax) is calculated as a sum of total GST payable on reverse charge, inward supplies, and output supplies. This total is derived individually for every month, and you will have to pay the amount calculated while filing GST returns every month.

As a taxpayer, you will have to consider all aspects and charges such as reverse charge, exempted supplies, inter-state sales, along with eligible, and non-eligible ITC, while calculating

GST. Calculating the right GST amount will help you evade the 18% interest that will be levied if your payment falls short of your actual obligation.

You can also use the GST calculator available in the government of India's GST portal. It is to find out your total tax liability by filing in all necessary amounts under the mentioned heads, such as return filing month, current ledger balance, tax liability under RCM, etc.

#### **GST Calculation formula:**

$$\text{GST amount} = (\text{original price} * \text{GST rate}) / 100$$

$$\text{Net price} = \text{original price} + \text{GST amount}$$

Example: say you are selling a commodity from Mumbai and sending it to Kolkata for Rs. 10,000, and the rate of GST applied on it is 12%.

The GST amount applicable for it will be  $(10,000 * 12) / 100 = \text{Rs. } 1,200$ ; and the net price will be  $\text{Rs. } 10,000 + \text{Rs. } 1,200 = \text{Rs. } 11,200$ .

#### **GST return filing:**

##### **When to file GST returns?**

Fundamentally, a GST return or GSTR is a document that has to be filled by taxpayers with the concerned tax administrative authority. This document comprises income/ sales or/ purchase/ expense and proves useful in computing an entity's tax liability.

Under the GST tax regime, registered dealers have to file GSTR, includes:

- Sales
- Purchase
- Output GST
- Bank account details
- Input tax credit

As per goods and service tax norms, regular businesses that have an annual aggregate turnover of more than Rs. 5 crore must file one annual return and two monthly returns i.e., a total of 25 returns in one year at the online GST platform.

However, under the QRMP scheme, the number of Goods and Services Tax returns varies for those who file quarterly GSTR-1 filers. In that case, they have to complete a total of nine GST service tax returns in a year, inclusive of the annual return and GSTR-3B.

## **CHAPTER-6**

### **WORK DONE DETAILS**

#### **Introduction of Work Done:**

During my internship at 'Anil Puneet & Associates', they give me the various opportunity to work aspects of taxation and according under the supervision of experienced Chartered Accountants. The work involved a combination of practical assignments, software usage, compliance filing, document preparation, client interaction, and learning legal provisions related to taxation in India.

#### **1. using Accounting and Taxation Software:**

I worked on various accounting and tax software platforms during the internship, such as:

- **Tally ERP 9 / Tally Prime:** for bookkeeping and ledger maintenance.
- **Winman / clear tax / compute tax:** for income tax and TDS return filing.
- **Busy accounting software:** for smaller clients.
- **GST utility tools:** for generating JSON files for GST returns.
- **MCA portal:** for ROC filings and company related compliance.

This enhanced my digital and technical skills, which are essential in modern tax practice.

#### **2. Bookkeeping and financial statement preparation:**

As part of general accounting work, I assisted in:

- Data entry of vouchers, invoices, and expenses into accounting software.
- Bank reconciliation statements (BRS).
- Trial balance preparation.
- Drafting profit & loss accounts and balance sheets.
- Supporting documentation for audit purposes.

This work improved my attention to detail, accuracy, and knowledge of how businesses maintain books of accounts.

#### **3. Preparation for Tax Audit:**

Under the supervision of senior staff, I observed and helped in:

- Preparing tax audit reports as per section 44AB of the income tax act.
- Collecting client documents required for audit.
- Reviewing books of accounts and identifying discrepancies.
- Understanding form-3CD the format for tax audit reporting.
- Assisting in uploading reports to the income tax portal.

This exposure helped me to understand the importance of tax compliance, documentation, and audit accuracy.

#### **4. Client Communication and Coordination:**

As part of my practical learning, I also involved in:

- Sending reminders to clients for document submission.
- Explaining the list of documents required for ITR, TDS, and GST filing.
- Following up for payment or return filing status.
- Clarifying basic tax- related queries under guidance.

This work helped me to improve my professional communication, patience, and clarity while dealing with real clients.

#### **5.filing Grievances and Replying to Notices:**

- Grievances are filed on the income tax portal fore refund delays or mismatch issues.
- Replies are submitted to section 143(1), 139(9), and 154 notices.
- Clients are helped with rectification requests.

Understanding taxpayer rights and procedures was an important learning experience.

## **CHAPTER-7**

### **Conclusion**

The internship at “Anil Puneet & Associates”, a reputed chartered Accountancy firm based in Panchkula, has been a truly enriching and transformational journey. Over the course of this internship, I gained valuable practical exposure to taxation procedures laws, compliance, and the daily operations of a CA firm. This experience not only deepened my understanding of academic concepts but also shaped my professional mindset, technical skills, and ethical awareness.

#### **1. Understanding the Role of Chartered Accountant:**

One of the most insightful aspects of my internship observing the vital role played by chartered accountants in managing financial responsibilities for clients. From accurate bookkeeping and timely filing of returns to advising on tax planning and assisting in audits.

#### **2. Bridging Theory and Practice:**

This internship is the ability to practically apply in theoretical knowledge gained in work area. Before, this experience taxation is merely a subject defined by sections and laws in book. However, during my internship, I realize that taxation is much more than calculations. It is a highly dynamic, practical filed requiring interpretation, analysis, communication, and problem- solving.

#### **3. Development of professional and soft skills:**

Apart from technical knowledge, the internship significantly improved my soft skills. I learned how to behave professionally, communicate respectfully with clients, write emails, respond to queries, and manage office decorum. The importance of punctually, meeting deadlines and following up with clients were lessons that I believe will help me throughout my professional career.

#### **4. Contribution in the CA firm in my learning experience:**

The environment at ‘Anil Puneet & Associates’, is extremely welcoming and professional. The senior staff always guided me patiently, reviewed my work, corrected mistakes, and motivated me to take on tasks independently. The exposure to diverse

clients from industries like education, healthcare, real estate, and trading helped me to understand how taxation varies across sections.



## **CHAPTER-8**

### **Bibliography**

#### **Books:**

- Income tax by Dr. H.C. Mehrotra and Dr. H.C. Goyal.
- Taxation Law & Accounts by Dr. H.C. Mehrotra and Dr. H.C. Goyal.

#### **Websites:**

- <https://cleartax.in>
- <https://www.incometax.gov.in>

## **CHAPTER-9**

### **ANNEXURE**

#### **Questionnaire on GST Compliance**

1. Are you registered under GST?
  - a. Yes
  - b. No
2. How often do you file GST returns?
  - a. Monthly
  - b. Quarterly
  - c. Annually
3. Which type of GST returns do you usually file?
  - a. GSTR-1
  - b. GSTR-3B
  - c. Both
  - d. Not sure
4. Do you face challenges in GST return filing?
  - a. Yes, due to portal issues
  - b. Yes, due to lack of knowledge
  - c. No difficulties faced
5. Are you aware of Input Tax Credit (ITC) rules?
  - a. Yes, fully aware
  - b. Aware but not clear
  - c. Not aware
6. Do you think GST has simplified the indirect tax system in India?
  - a. Yes, definitely
  - b. To some extent
  - c. Not really
  - d. No
7. Would you prefer GST filing to be completely automated by the government?
  - a. Yes

- b. Maybe
- c. No

### **Questionnaire on Income Tax Awareness**

1. Do you file Income Tax Return (ITR) regularly?
  - a. Yes
  - b. No
2. If yes, how do you usually file your ITR?
  - a. By self through Income Tax portal
  - b. Through Chartered Accountant
  - c. Through other intermediaries
3. Are you aware of the latest changes in Income Tax slabs?
  - a. Yes
  - b. No
4. Which form of income applies to you?
  - a. Salary income
  - b. Business/Profession
  - c. Capital Gains
  - d. Other sources
5. Which difficulties do you face while filing ITR?
  - a. Understanding tax laws
  - b. Documentation process
  - c. Portal/technical issues
  - d. None
6. Do you believe filing ITR helps in financial transparency and credibility?
  - a. Strongly agree
  - b. Neutral
  - c. Disagree

### **Questionnaire on TDS Awareness**

1. Do you know the due date for payment of TDS is the 7<sup>th</sup> of next month?
  - a. Yes
  - b. No
2. Are you aware that the late payment of TDS attracts interest & penalty?
  - a. Yes
  - b. No
3. Do you think TDS helps in reducing tax evasion?
  - a. Yes
  - b. No
4. Have you ever heard about the TRACES portal for TDS compliance?
  - a. Yes
  - b. No
5. Do you prefer professional help (CA/Tax consultant) for filing TDS returns?
  - a. Yes
  - b. No







