

**Guidelines
for the Paper Titled
‘Business Tax Procedures and Management’
of B.Com. (Hons.) Sem V
[Paper No. DSE 5.8]**

**Jointly organized
by
Department of Commerce, Faculty of Commerce and Business,
Delhi School of Economics, University of Delhi
&
Department of Commerce, Shri Ram College of Commerce, University of Delhi**

Minutes

An online meeting of the paper Titled ‘Business Tax Procedures and Management’ of B.Com. (Hons.) Sem V [Paper No. DSE 5.8], under the Department-College Interface, Department of Commerce, Faculty of Commerce and Business, University of Delhi.

The meeting was held through Google Meet Platform (Meeting ID: <https://meet.google.com/ggi-rzco-vrj>) on 5th October 2026 (Monday) at 11.00 AM for B.Com.(Hons.).

The following faculty members of the different colleges of University of Delhi were present in the meeting:

B.Com.(Hons.)

S. No.	Title	Name	Institution/ College
1	Dr	Supreet Kaur (Department Representative)	Department of Commerce, University of Delhi
2	Prof	Naveen Mittal (Convenor)	Shri Ram College of Commerce
3	Dr	Renu Aggarwal	Deen Dayal Upadhyaya College
4	Dr	Om Prakash	Satyawati College (Evening)
5	Dr	Deepak Verma	Desh Bandhu College
6	Mr	Bhupender (Guest)	Acharya Narendra Dev College

The following guidelines were set in the meeting in order to have uniformity and consistency in teaching thereby facilitating the teaching-learning process:

Unit 1: Advance Payment of Tax and Collection and Recovery of Tax (18 hours)

Advance payment of Tax;

Tax deduction/ collection at source: Provisions, documentation, returns and Certificates;

Interest payable by assessee/ Government;

Collection and recovery of Tax.

Guidelines

The following provisions should be covered:

- *Advance Payment of Tax:*
Chapter XIX-C: Advance Payment of Tax [Sec. 403 to 410]
- *Tax deduction/ collection at source:*
 - Deduction or collection at source and advance payment [Sec. 390]
 - Direct Payment [Sec. 391]
 - TDS on Salary [Sec. 392]
 - Tax to be deducted at Source:
 - ❖ *[Sec. 393(1) (Table: For Payments to Resident:*
Sl. No. 1 (Commission or brokerage), 2 (Rent), 3 (Payment on transfer of certain immovable property), 5 (Interest income), 6 (Payments to contractors, fees for professional and technical services, etc.), 7 (Dividend), 8(ii)/(v)/(vi) (Other cases)]
 - ❖ *[Sec. 393(2) (Table: For Payments to Non-Resident:*
Sl. No. 1 (Non-resident sportsman)]
 - ❖ *[Sec. 393(3) (Table: For Payments to Any Person:*
Sl. No. 1 (Winnings from lottery, etc.), 2 (Online game), 3 (Winnings from horse races), 4 (Commission on lottery tickets, etc.), 5 (Sum paid in cash from accounts), 7 (Sum paid to a partner)]
 - ❖ *[Sec. 393(4) (Table: For no deduction at source:*
Sl. No. 1 (Commission or brokerage), 2 (Rent), 3 (Payment on transfer of certain immovable property), Sl. No. 6 (Interest on securities), 7 (Interest other than interest on securities), 8 (Payment to contractors), 9 (Fees for professional or technical services), 10 (Dividend), 11 (Payment by e-commerce operator to e-commerce participant), 12 (Payment on transfer of virtual digital asset), 18 (Payment of certain amounts in cash)]
 - ❖ *[Sec. 393(6) (Table: Declaration for no deduction at source] and Form 121*
 - Collection of tax at source [Sec. 394]
- *Documentation and returns:*
 - ❖ Compliance and reporting [Sec. 397]
- Certificates [Sec. 395] and Form 128, 130, 131 and 133
- Interpretation [Sec. 402]
- *Interest payable by assessee/ Government:*
 - Interests for defaults in furnishing return of income [Sec. 423]
 - Interest for defaults in payment of advance tax [Sec. 424]
 - Interest for deferment of advance tax [Sec. 425]
 - Interest on excess refund [Sec. 426]
 - Interest on refunds [Sec. 437]
- *Collection and recovery of Tax:*
 - When tax payable and when assessee deemed in default [Sec. 411]
 - Certificate by Tax Recovery Officer and validity thereof [Sec. 413]
 - Tax Recovery Officer by whom recovery is to be effected [Sec. 414]
 - Stay of proceedings in pursuance of certificate and amendment or cancellation thereof [Sec. 415]
 - Other modes of recovery [Sec. 416]
 - Recovery through State Government [Sec. 417]

Unit 2: Administration and Return of Income (5 hours)

Income Tax authorities;

Return of income.

Guidelines

The following provisions should be covered:

- *Income-tax authorities:*
 - Income-tax authorities [Sec. 236]
 - Appointment of income-tax authorities [Sec. 237]
 - Instructions to subordinate authorities [Sec. 239]
 - Taxpayer's Charter [Sec. 240]
 - Jurisdiction of income-tax authorities [Sec. 241]
- *Return of income:*
 - Permanent Account Number [Sec. 262]
 - Return of income [Sec. 263]
 - Return by whom to be verified [Sec. 265]

Unit 3: Assessment and Appeals (9 hours)

Assessment, re-assessment and rectification of mistakes;

Appeals and revisions;

Preparation and filing of appeals with appellate authorities.

Guidelines

The following provisions should be covered:

- *Assessment and reassessment:*
 - Self-assessment [Sec. 266]
 - Inquiry before assessment [Sec. 268]
 - Estimation of value of assets by Valuation Officer [Sec. 269]
 - Assessment [Sec. 270]
 - Best judgment assessment [Sec. 271]
 - Faceless assessment [Sec. 273]
 - Income escaping assessment [Sec. 279]
 - Issue of notice when income has escaped assessment [Sec. 280]
 - Procedure before issuance of notice under section 280 [Sec. 281]
 - Time limit for notices under sections 280 and 281 [Sec. 282]
- *Rectification of mistakes:*
 - Rectification of mistake [Sec. 287]
- *Appeals and Preparation and filing of appeals with appellate authorities:*
 - Appealable order before Joint Commissioner (Appeals) [Sec. 356]
 - Appealable orders before Commissioner (Appeals) [Sec. 357]
 - Form of appeal and limitation [Section 358]
 - Procedure in appeal [Section 359]
 - Powers of Joint Commissioner Appeals or Commissioner Appeals [Section 360]
 - Appellate Tribunal [Section 361]
 - Appeals to Appellate Tribunal [Section 362]
 - Orders of Appellate Tribunal [Section 363]
 - Procedure of Appellate Tribunal [Section 364]
 - Appeal to High Court [Section 365]
 - Appeal to Supreme Court [Section 367]
 - Filing of appeal by income-tax authority [Sec. 373]

- Procedure when assessee claims identical question of law is pending before High Court or Supreme Court [Sec. 375]
- *Revisions:*
 - Revision of orders prejudicial to revenue [Sec. 377]
 - Revision of other orders [Sec. 378]

Unit 4: Penalties and Prosecutions (9 hours)

Penalties and Prosecutions;

Provisions relating to undisclosed income/ investment;

Search, seizure and survey.

Guidelines

The following provisions should be covered:

- *Penalties:*
 - Penalties for under-reporting and misreporting of income [Sec. 439]
 - Waiver of penalty and immunity from prosecution [Sec. 440]
 - Penalty for failure to deduct tax at source [Sec. 448]
 - Penalty for failure to collect tax at source [Sec. 449]
 - Penalty for failure to furnish statements, etc. [Sec. 461]
 - Power to reduce or waive penalty, etc., in certain cases [Sec. 469]
- *Prosecutions:*
 - Contravention of order made during search action [Sec. 473]
 - Failure to afford facility for inspection of books of account during search [Sec. 474]
 - Recovery, concealment, transfer or delivery of property to prevent tax recovery [Sec. 475]
 - Failure to pay tax to credit of Central Government under Chapter XIX-B [Sec. 476]
 - Failure to pay tax collected at source [Sec. 477]
 - Wilful attempt to evade tax, etc. [Sec. 478]
 - Failure to furnish returns of income [Sec. 479]
 - Failure to comply with a direction of special audit or valuation [Sec. 481]
 - False statement in verification, etc. [Sec. 482]
 - Punishment for second and subsequent offences [Sec. 485]
- *Provisions related to undisclosed income/ investment:*
 - Tax in case of block assessment of search cases [Sec. 192]
 - Assessment of total undisclosed income as a result of search [Sec. 292]
 - Computation of total undisclosed income of block period [Sec. 293]
 - Procedure for block assessment [Sec. 294]
- *Search and seizure:*
 - Search and seizure [Sec. 247]
 - Powers to requisition [Sec. 248]
 - Reasons not to be disclosed [Sec. 249]
 - Application of seized or requisitioned assets [Sec. 249]
 - Copying, extraction, retention and release of books of account and documents seized or requisitioned [Sec. 251]
 - Power to call for information [Sec. 252]
- *Survey*
 - Powers of survey [Sec. 253]
 - Power to collect certain information [Sec. 254]

Unit 5: GAAR, Securities Transaction Tax, TAN and TIN (4 hours)

Transactions with persons located in notified jurisdictional area;

General anti-avoidance rule (GAAR);

Tax clearance certificate;

Securities transaction tax;

TAN (Tax Deduction and Collection Account Number);

TIN (Tax Information Network).

Guidelines

The following provisions should be covered:

- *Transactions with persons located in notified jurisdictional area:*
 - Special measures in respect of transactions with persons located in notified jurisdictional area [Sec. 176]
- *General anti-avoidance rule:*
 - Applicability of General Anti-Avoidance Rule [Sec. 178]
 - Impermissible Avoidance arrangement [Sec. 179]
 - Arrangement to lack commercial substance [Sec. 180]
 - Consequences of impermissible avoidance arrangement [Sec. 181]
 - Application of this Chapter [Sec. 183]
 - Interpretation [Sec. 184]
- *Tax clearance certificate:*
 - Tax clearance certificate [Sec. 420]
- *Securities transaction tax:*
 - Securities transaction tax [Chapter VII of the Finance (No. 2) Act, 2004]
- *TAN (Tax Deduction and Collection Account Number):*
 - Section 397(1) and Rule 216 (Application for allotment of a tax deduction and collection account number)

Relevant point to be noted

1. Income Tax Act 2025 has been made applicable in India w.e.f. 1 April 2026.
2. The applicable tax year during an academic session will be the current tax year.

The Committee placed on record its sincere appreciation to Dr. Sonal Thukral, Associate Professor, Department of Commerce, Faculty of Commerce and Business, Delhi School of Economics, University of Delhi, and Prof. Vijay Kumar Shrotryia, Dean and Head, Department of Commerce, Faculty of Commerce and Business, Delhi School of Economics, University of Delhi, for continuing this initiative to promote uniformity and uphold high standards of higher education through the Department–College Interface.



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