

# Print Specifications for **SAHAJ** and **SUGAM**

1. **SAHAJ** and **SUGAM** Forms notified by CBDT are the simplest, technology enabled and taxpayer friendly return forms. These have been designed to facilitate error free and faster digitization. This is expected to curtail processing cycle and expedite issue of refunds. Taxpayers are advised to follow steps enumerated below.
  - a. SAHAJ and SUGAM forms are colored forms with standard features like registration marks, barcode etc. Taxpayers are advised to collect the forms from Income Tax offices, Tax-melas, TRP's and submit the same to the income tax department.
  - b. Taxpayers can also download the forms from the website and print using a color printer on an A4 size white paper. It is advisable for taxpayer to set the properties in printing options to "**fit to page**" and print the forms on a good quality white paper.
  - c. Taxpayers may also use the Fillable forms, being made available by the department shortly.
  - d. The Acknowledgement copy [*ITR-V Acknowledgement*] to be retained by taxpayer may be printed in black & white.
2. **Printers and Software vendors** are advised the following.
  - a. In case, the private printers/vendors want to deliver the forms and instructions to the public at large, they can get the source file in **Corel Draw format** from Centralized Processing Center at no cost, by sending a request to "*Commissioner of Income Tax, Centralized Processing Center, "Prestige Alpha", Hosur Road, Bangalore-560100*" or e-mailing at "*itdpc@incometaxindia.gov.in/msnethrapal@gmail.com*". Printers are advised to print the forms according to print specifications given in **Annexure –A & B**.
  - b. No approval is required from Income Tax Department for certification of printing software.

**Print Specifications for Print Vendors**

- **Key aspects of the forms are listed below**
  - i. Size of the paper should be A4 Sheet
  - ii. Quality of the paper should be white paper of size 70GSM to 100GSM
  - iii. The specifications of Registration marks, bar code position, elements position are as per the sample form enclosed in Annexure-B
  - iv. Bar Code Specifications should be in Code 39 Format. The values of the barcode
    - **SAHAJ**
      - 1201111A1C150000– Page 1
      - 1201121D1T040000-Page 2
    - **Schedule TDS1**
      - S201112S4S300000
    - **Schedule TDS2**
      - S201113T5T310000
    - **Schedule IT**
      - S201114R6R320000
    - **Schedule TCS**
      - S201115U4U300000
    - **SUGAM**
      - 4201111A1C130000-Page 1
      - 4201121C14E60000-Page 2
      - 4201131E7T040000 – Page 3

## **Annexure –A ( contd.)**

- **ITR-V Acknowledgement**

- ACKNOWLEDGE

- vii. **Color :** RED -CMYK ( 0,100,100,0 ), BLACK CMYK ( 0,0,0,100). The Color specification should be as per color specifications given in the PDF File.
    - viii. Fonts Used are as follows
      - Helvetica

## Annexure – B (Sample Print Spec Sheet for Print Vendors)

2011-12 ITR-1, PAGE 1

ITR-1     SAHAJ INDIAN INDIVIDUAL INCOME TAX RETURN     AY 2011-12

<b>A1</b> FIRST NAME		<b>A2</b> MIDDLE NAME	
<b>A3</b> LAST NAME		<b>A4</b> PERMANENT ACCOUNT NUMBER	
<b>A5</b> SEX <input type="radio"/> Male <input type="radio"/> Female	<b>A6</b> DATE OF BIRTH DDMMYYYY	<b>A7</b> INCOME TAX WARD/CIRCLE	
<b>A8</b> FLAT/DOOR/BUILDING		<b>A9</b> ROAD/STREET	
<b>A10</b> AREA/LOCALITY		<b>A11</b> TOWN/CITY/DISTRICT	
<b>A12</b> STATE		<b>A13</b> PINCODE	
<b>A14</b> EMAIL ADDRESS			
<b>A15</b> RESIDENTIAL/OFFICE PHONE NO. WITH STD CODE		<b>A16</b> MOBILE NO.	
<b>A17</b> Fill only one if you belong to <input type="radio"/> Government <input type="radio"/> PSU <input type="radio"/> Others			
<b>A18</b> Fill only one <input type="radio"/> Tax Refundable <input type="radio"/> Tax Payable <input type="radio"/> Nil Tax Balance			
<b>A19</b> Fill only one <input type="radio"/> Resident <input type="radio"/> Non Resident <input type="radio"/> Resident but not ordinarily resident			
<b>A20</b> Fill only one: filed <input type="radio"/> Before due date-139(1) <input type="radio"/> After due date-139(4) <input type="radio"/> Revised Return-139(5) OR in response to notice <input type="radio"/> 142(1) <input type="radio"/> 148 <input type="radio"/> 153A/153C			
<b>A21</b> If revised		Receipt Number of Original Return	
		and	
		Date of Filing Original Return	

PART B - GROSS TOTAL INCOME     Whole-Rupee(₹) only.

<b>B1</b> Income from Salary/Pension <small>NOTE- Ensure to fill "Sch TDS1" given in Page 2</small>	▶ <b>B1</b> ( )
<b>B2</b> Income from One House Property	▶ <b>B2</b> ( )
<b>B3</b> Income from other sources <small>NOTE- Ensure to fill "Sch TDS2" given in Page 2</small>	▶ <b>B3</b> ( )
<b>B4</b> Gross Total Income (B1 + B2 + B3)	▶ <b>B4</b> ( )

PART C - DEDUCTIONS AND TAXABLE TOTAL INCOME (Refer to Instructions for Limits on Amount of Deductions as per "Income Tax Act")

▶ <b>C1</b> <b>80C</b> ( )	▶ <b>C2</b> <b>80CCC</b> ( )	▶ <b>C3</b> <b>80CCD</b> ( )
▶ <b>C4</b> <b>80CCF</b> ( )	▶ <b>C5</b> <b>80D</b> ( )	▶ <b>C6</b> <b>80DD</b> ( )
to ▶ <b>C7</b> <b>80DDB</b> ( )	▶ <b>C8</b> <b>80E</b> ( )	▶ <b>C9</b> <b>80G</b> ( )
▶ <b>C10</b> <b>80GG</b> ( )	▶ <b>C11</b> <b>80GGA</b> ( )	▶ <b>C12</b> <b>80GGC</b> ( )
<b>C13</b> ▶ <b>C13</b> <b>80U</b> ( )		
<b>C14</b> Total Deductions ( Add items C1 to C13 )	▶ <b>C14</b> ( )	
<b>C15</b> Taxable Total Income( B4 - C14 )	▶ <b>C15</b> ( )	

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STAMP RECEIPT NO. HERE

SEAL, DATE AND SIGNATURE OF RECEIVING OFFICIAL