

Note Sheet relating to Notice U/s 148 / 143(3) and 158			Page No 1	
Block A for internal office				
	Date of Work Start.....	Deadline -	48 hrs	
		Time Extended		Please take permission from B P Mundra Sir
		Time Extended		
		Time Extended		
1	Register PNO	RSNO	Reck No	Master work No
	Staff Work No			
2	Client Name		Client Mobile No.....	
3	Email id of client		Client Staff Mobile No.	
4	Client Landline No. Please first email and then call on Landline Number only.			
	For mobile pls take permission from Shri BPMundra/ Rana/ Vinod/ Pratiti			
3	Please mention Hearing date office		Notice Recd date by Client by our	
4	Please enter the Hearing date in diary of Shri B. P. Mundra and Hearing date			
5	Please collect of last 3 years following documents and put with mentioning serial number in the back side. If return is filed for A to C			
A1	Audit report	for salary or u/s 44AD no requirement	AY	Page No..... To.....
A2	Audit report		AY	Page No..... To.....
A3	Audit report		AY	Page No..... To.....
B1	B/s		AY	Page No..... To.....
B2	B/s		AY	Page No..... To.....
B2	B/s		AY	Page No..... To.....
C1	Trading A/c P& L A/c		AY	Page No..... To.....
C2	Trading A/c P& L A/c		AY	Page No..... To.....
C3	Trading A/c P& L A/c		AY	Page No..... To.....
D	IT Return complete set			Page No..... To.....
E	IT Acknowledgement			Page No..... To.....
F	Please note 3 years means notice received for the year and just preceding two years.			
G	Particulars	31.3	31.3	31.3.
	Sales/ Turnover			
	Gross Profit			
	Gross Profit Ratio			
	Net Profit			
	Net Profit Ratio			
H	TDS Return of the Relevant financial year		Page No..... To.....	
I	Please take 26AS for the relevant financial year		Page No..... To.....	
J	Nos. of Confirmation taken from tally data of unsecured Loans			
6	Return u/s 158/142 Submitted online on		Page No..... To.....	
7	Submitting copy of return to AO Date		Page No..... To.....	
8	If notice u/s 148 then the date of application for reason recorded		Page No..... To.....	
9	Date of Objection for 148 proceedings, if any		Page No..... To.....	
10	Order on objection for 148 proceedings if objection made		Page No..... To.....	
11	158 /142 assessment proceedings start date			
12	In case of 158 please take the satisfaction note			

