**POWER OF ATTORNEY**

**In the case of M/s. ~~Shri/Smt.~~**

**I/We hereby appoint and authorize B.P. Mundra 9314501680 , B.Com, F.C.A. or Smt Prabha Rana 9314501791 M.Com, C A Inter or Vinod Kumar L.L.B 9828935456 or Shalu Maheshwari M.Com; L.L.B.**

**of B. P. MUNDRA & CO.; Chartered Accountants "Mundra House" 822A, Shivji Nagar, Near Hanuman Mandir, Civil lines, JAIPUR-302006 Communication O-2225110, 2225116, 2224085 M-: 9314501680 9314501791 Email: ca@bpmundra.com Website : www.bpmundraca.com to represent me/us in connection with my/our income Tax, Wealth Tax, Expenditure Tax, Gift Tax, Estate Duty, Central Service Tax ,Sales Tax, Registrar of Companies, Registrar of Firms, Registrar of Societies, Assessment / reassessment and/or appeal and/or review proceeding and/or revision for the assessment year 20 /20 .And to produce accounts, documents and any evidence connected therewith and to file the returns, papers, applications and documents or to withdraw any one already filed and to inspect, file and to take copies of any documents, proceedings or orders and to receive demand notices, refund voucher or moneys and to grant receipt thereof and in general to attend all tax matters pertaining and incidental to my/our assessment, appeal and revision on my/our behalf.**

**I/We do hereby declare that I/We am/are duly qualified under the Act to attend on behalf of above mentioned assessee.**

**Assessee Signature B.P. Mundra / Prabha Agarwal /Vinod Kumar/ Shalu Maheshwari**

**Date**

**For mobile pls. take permission from Shri B.P. Mundra / Rana / Vinod**

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| Note Sheet relating to Appeal to CIT Page No 1 | | | | | | | | | | |
| Block A for internal office | | | | | | | | | | |
| **Date of Work Start……………** | | | | | | | | | **Deadline -** | **48 hrs** |
|  | **DEMAND** | | | | |  | | | **Return filing date** |  |
|  | **Assessed Income** | | | | |  | | | **AO Order date** |  |
|  | **Return Income** | | | | |  | | | **Recd Date** |  |
|  | **Additions** | | | | |  | | | **Time Extended** |  |
|  | **Disputed Additions** | | | | |  | | | **Time Extended** |  |
|  | **Detail of disputed addition** | | | | | | | |  |  |
|  | **SNo** | | | **Section** | | | **Particular** | | | Amount |
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| **1** | **Please mention Hearing date Notice Recd date by Client by our office** | | | | | | | | | |
| **2** | **Please collect Rs. 10000 for office Expenses from party** | | | | | | | | | |
| **3** | **Please enter the Hearing date in diary of Shri B. P. Mundra and Hearing date** | | | | | | | | | |
|  | **SNo** | | **Date** | | **Next hearing Date** | | |  | | |
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| **4** | **Please attach in file following papers / documents** | | | | | | | | | |
|  | **1** | **AO Order** | | | | | | | | |
|  | **2** | **Demand Notice in original** | | | | | | | | |
|  | **3** | **Challan upto assessed income 1 Lacs Rs. 250/- 1 to 2 Lacs Rs. 500 above Rs. 2 Lacs 1000**  **For Penalty or other Appeal Rs. 250** | | | | | | | | |
|  | **4** | **Power of Attorney** | | | | | | | | |
|  | **5** | **Copy of ITR** | | | | | | | | |
|  | **6** | **Form 35** | | | | | | | | |
|  | **7** | **Copy of all Previous Appeals pending with CIT Appeals (form 35)** | | | | | | | | |
|  | **8** | **Copy of all previous orders of CIT Appeals / ITAT orders / AO orders-Atleast 3** | | | | | | | | |
|  | **9** | **Copy of submission to AO relating to grounds of appeal** | | | | | | | | |

**Course of action**

|  |  |  |  |  |  |
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| **1** | **Name of the assessee:** |  | | | |
| **2** | **PAN:** |  | | | |
| **3** | **Address:** |  | | | |
| **4** | **Assessment Year:** |  | | | |
| **5** | **Previous Year ended on** |  | | | |
| **6** | **Nature of business:** |  | | | |
| **7** | **Ward** |  | | | |
| **8** | **Section** |  | | | |
| **9** | **Date of order:** |  | | | |
| **10** | **Power of attorney recd on** |  | | | |
| **11** | **Appeal filed on** |  | | | |
| **12** | **Jurisdiction of CIT** |  | | | |
|  | **Demand** |  | | | |
| **13** | **Stay application filed on** |  | | | |
| **14** | **Amount Deposited for stay of demand** |  | | | |
| **15** | **Challan no of demand deposited** | **SNo** | **Date** | **Amount** | **Challan No.** |
|  |  |  |  |
| **16** | **Request to keep penalty proceeding u/s 271 (1) (c) filed on** |  | | | |
| **17** | **Request to keep penalty proceeding u/s 271 (1) (b) filed on** |  | | | |
| **18** | **Application u/s 154 for rectification of mistake filed on** |  | | | |
| **19** | **Additional evidence filed on** |  | | | |
| **20** | **Hearing Notice recd on** |  | | | |
| **22** | **Appeal No.** |  | | | |
| **23** | **Hearing Date** |  | | | |
| **24** | **WS prepared on** |  | | | |