



Field Instructions to fill up CSV Template (Income Details)

These instructions are guidelines to help the taxpayers for filling the particulars in CSV template for uploading the remittance details relating to the relevant quarter for Financial Year. Ensure to provide the data as per below instructions and in the correct schema only to avoid rejections during processing. The instructions are to be read in conjunction with the set of instructions provided in the 15G instruction page.

In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

Start by downloading a fresh CSV Template. Please note that the file size cannot be more than 200MB.

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Unique Identification No.	Enter 26 Alphanumeric Unique Identification Number	Yes	26 Alphanumeric consists of: 10 Alphanumeric First Character should be "G" followed by 9 digits eg. G123456789 & Financial Year: 6 digits eg. 202021 & TAN: 10 Alphanumeric First 4 alphabets, then 5 numeric and last is alphabet
Identification number of relevant investment/account, etc.	Enter the Identification number of relevant investment/account, etc.	Yes	400 Characters
Nature of income	Enter one of the following - <ul style="list-style-type: none"> • Payment of accumulated balance due to an employee • Interest on securities • Dividends • Interest other than Interest on securities • Insurance Commission • Payment in respect of life insurance policy • Payments in respect of deposits under National Savings Scheme, etc • Rent • Income in respect of units • Others 	Yes	Mention one of the data as prescribed in instruction

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Section under which tax is deductible	Enter one of the following - <ul style="list-style-type: none"> • Sec 192A - Payment of accumulated balance due to an employee • Sec 193 - Interest on securities • Sec 194 - Dividends • Sec 194A - Interest other than Interest on securities • Sec 194D - Insurance Commission • Sec 194DA - Payment in respect of life insurance policy • Sec 194EE - Payments in respect of deposits under National Savings Scheme, etc • Sec 194-I - Rent • Sec 194K - Income in respect of units • Others Note :- In case where the selected is Sec 194 and 194EE, the residential status should be Resident or NOR and status should be "Individual", else error message shall pop up as, " In case tax is deductible u/s 194/194EE", assessee should be individual resident."	Yes	Mention one of the data as prescribed in instruction
Amount of income	Enter the amount of income	Yes	14 digits Numeric, Non Negative and No Decimal