



INTERNSHIP

**SUBMITTED TO PARTIAL FULFILMENT OF THE
REQUIREMENT FOR THE DEGREE
OF
BACHELOR OF ACCOUNTANCY AND FINANCE (BAF)**

INTERNSHIP REPORT

BY

TEJASHRI SHASHIKANT JADHAV

S.N.D.T. ARTS AND COMMERCE COLLEGE FOR WOMEN PUNE-38

CONDUCTED COLLEGE OF SNDT WOMEN'S UNIVERSITY MUMBAI

COMPLETION CERTIFICATE



TORVI PETHE AND COMPANY **CHARTERED ACCOUNTANTS**

Registered Office : Kunal Lexus, Flat No. 5, 3rd Floor, Opp. Nirmitee House, Off. Law College Road, Next Lane to Entrance Gate of SNDT College, Gulmohar Path, Pune - 411004.
Branch Office : Shripad Bunglow, Plot No. 48, Near Premnagar Ganpati Temple, Premnagar, Bibwewadi, Pune-411037. | Email : cayogeshlakade@gmail.com, Mob : 9822908714

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, **Miss. Tejashri Shashikant Jadhav**, a student of **Shreemati Nathibai Damodar Thackersey Women's University, Pune**, in appreciation of her work as a **Trainee (intern)**. She worked under the leadership and supervision of **CA Yogesh Rajagopal Lakade** and She has successfully completed her internship in the field of **Accounting and Taxation** from 1st July to 30th November 2021.

Her internship activities include Accounting of Companies & Individuals and GST Compliance of all the Clients, During the period of her internship program with us, she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her every success in her life and career.

For

Torvi Pethe and Company

Chartered Accountant

FRN No: 120456W


CA Yogesh Rajagopal Lakade

Partner

Membership No 132824

Date: December 1st, 2021, Pune



DECLARATION OF STUDENT

Miss. Tejashri Shashikant Jadhav certify that, the present Internship Report entitled “Accounting and Finance” is my original work. This Internship Report fulfils the requirement of the “BACHELOR OF ACCOUNTANCY AND FINANCE (BAF)” degree of this University.

Mr. Ashok Kokate

Teacher Incharge

Dr. Madhavi Kulkarni

Principal

Internal Examiner

Name:

External Examiner

Name:

ACKNOWLEDGEMENT

Presentation inspiration and motivation have always played a key role in the success of any venture.

I express my sincere thanks to Dr. Madhavi Kulkarni, Principle of S.N.D.T. Arts and Commerce College, Pune - 38

I pay my deep sense of gratitude to Mr. Ashok Kokate, to encourage me to the highest peak and provide me the opportunity to prepare the project. I am immensely obliged to my friends for their elevating inspiration, encouraging and kind supervision in the completion of my project.

I feel to acknowledge my indebtedness and deep sense of gratitude to my guide Dhanashri Jadhav, Kalyani Jadhav, Gauri Shinde and Sachin Shinde whose valuable guidance and kind supervision given to me throughout the course which shaped the present work as its show.

I would like to express my special thanks to **CA Yogesh Rajagopal Lakade** for giving me opportunity to work with their organization. Last, but not the least, my parents are also an important inspiration for me. so, with due regards, I express my gratitude to them.

Thank you!

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EXECUTIVE SUMMARY

I, TEJASHRI SHASHIKANT JADHAV, student of Third Year (BAF) staying in Pune. I am from Vita, Sangli and I have completed my 12th with 76% from Balwant college and 10th with 79% From M.P.B.S School from Benapur.

I choose **BATCHLOR IN ACCOUNTING AND FINANCE** because it has wider scope. **BATCHLOR IN ACCOUNTING AND FINANCE** is a three years undergraduate program that offer in-depth knowledge in Accounting and Financial subject by different means such as classroom teaching, seminars, projects, practical training, industrial visit, conference, expert talks etc.

The course helps aspirants to acquire knowledge in the field of accounting, taxation, auditing, risk management, financial accounting managerial economics, law & business communication.

There are various college across the country but from Pune only S.N.D.T. college have BAF course. The main aim of the program is to increase self-employment & to help companies by providing them with suitably trained professionals in the flied of Accounting & Finance. As per part of Third Year (BAF) syllabus, I did my internship in **TORVI PETHE & COMPANY**.

ORGANIZATIONAL PROFILE

FIRM NAME: Torvi Pethe & Company
PRINCIPAL NAME: CA Yogesh Rajagoapal Lakade
ADDRESS: Shripad Bunglow, Plot No. 48, Near Prem Nagar Ganpati Temple, Bibwewadi, Pune - 411037.
EMAIL ID: cayogeshlakade@gmail.com

Service provided to the firm are as follow:

- Taxation of corporate firm
- Auditing of the firm's and professional people
- GST compliance
- GST Audit
- Project Report
- CMA Report
- Risk management and advising on financial structure

OUTLINE OF TASK UNDERTAKEN

I have done my internship in **Torvi Pethe & Company**. While working with this organization I learned so many things & got deep knowledge about accounting.

Following is the summary of task performed by me:

- Accounting in Tally
- Suspense Clearance
- GST Compliance & Rating
- GST Reconciliation
- E-filing return process under GST
- Aadhar Authentication
- Mails and Communication with Client

LEARNING OUTCOMES

Accounting in Tally

TALLY ERP 9

Tally. ERP 9 is preferred by millions as their business management software across the globe. It dynamically adapts to the way you operate your business and helps you simplify your business operations.

Tally. ERP 9 provides you with exceptional capabilities that will simplify the way you manage all critical aspects of your business, including accounting, sales and purchase, inventory, manufacturing, taxation, payroll, MIS reporting, and much more. Tally is one of the most commonly used accounting software. Getting a good grip on it will help CA professionals a lot.

It is used for various purposes like performing basic accounting functions, managing payrolls, inventory management, maintaining cash inflows and outflows, filing tax returns, preparing balance sheets, managing profit and loss statements, budget scenario management, synchronizing and managing data from different locations, etc.

COMPANY CREATION

How to create a company:

- Go to Gateway of Tally > Alt + F3 > Create Company
- Enter the basic information, i.e., name, mailing name and address of the company, currency symbol etc.
- In the 'maintain field', select Accounts Only or Accounts with Inventory as per the company requirements.
- In the Financial Year from, the first day of the current financial year for e.g., 1-4-2017 will be displayed by default, which can be changed as per requirement.
- Enter the Tally Vault Password if required.
- Press Y or Enter to accept and save.

Details to be filled in the company creation screen:

- Directory:

The tally directory will store all data you entered in Tally ERP 9. Anyway, by default, the data storage will be inside the installation folder.

- Name:

The name of the company, for example. XYZ

- Primary mailing details:

1. Mailing name:

In this field, we are required to type the name of the company, for example XYZ INC.

2. Address:

In this data field, we are required to enter the address of the company.

3. Country:

Here we are required to select the country from the list in which the business Operates.

4. State:

In this data field, we have to select the state in which we would comply with statutory laws

- Contact details-

1. Phone no:

Enter the Company contact number which we would like to display on Invoices

2. Mobile no:

Enter the Contact number of Managing Person to whom any queries related to Invoicing or Delivery of product, complaint in the product could be reached to

3. Fax No:

Enter the Fax number to which any confirmation statements, ledger copies etc., could be sent and received

4. E-mail:

Enter the company's email address to which any product inquiry and other communications could be made.

5. Website:

Enter the company's web address if any

Books and financial year details:

- **The financial year begins from:**

In this data field, you have to type the financial year in which you want to create a company. Suppose you may be starting a company on 1st December 2018; you should enter the financial year from 01.04.2018.

- **Book beginning from:**

In this data field, you have to type the financial year in which you want to create a company. Suppose you may be starting a company on 1st December 2018 you should enter the financial year from 01.04.2018 Starting in the middle of the financial year. Companies that are migrating from Manual Accounting to Tally ERP 9 in the middle of the financial year.

ACCOUNTING

- **Day book**
- **Purchase Voucher**
- **Sales Voucher**
- **Payment Voucher**
- **Receipt Voucher**
- **Debit & Credit Note**
- **Contra Entry**

Day books

- The Day Book lists all transactions made in a particular day and by default displays the last voucher entry date of a regular voucher. It could also be set up to list all the transactions made over a certain period. Transactions include all financial vouchers, reversing and memorandum journals as well as inventory vouchers. You can view this report in browser.
- In Tally. ERP 9, the Day Book is by default displayed for the current date (as on the last date of voucher entry). However, you may specify the required period, as per your requirements.

Purchase Vouchers:

When a company buys goods on credit or cash, Purchase voucher is used to record all the Purchase transactions of the company

Go to Gateway of Tally > Accounting Vouchers.

- Click on F9: Purchase on the Button Bar or press F9.

For example, if you are purchasing goods from Supplier A for a value of Rs. 10000/-

- Debit Purchase Account.
- Credit Party Account.

Accounting Voucher Creation		ABC Company		Ctrl + M
Purchase		No. 1		1-Apr-2008
Ref.: Pur/01/2008-2009				Tuesday
Particulars	Debit	Credit		
To Supplier A Cur Bal: 10,000.00 Cr New Ref: Pur/01/2008-2009 30 Days 10,000.00 Cr (1-May-2008)		10,000.00		
By Local Purchase Cur Bal: 10,000.00 Dr	10,000.00			
Narration: Purchase from Supplier A		10,000.00	10,000.00	

Accept ?
Yes or No

Payment Vouchers:

Payment voucher(F5) is used to account all the payments made by the company by way of Cash/Bank. Payment voucher can be passed using Single Entry or Double Entry mode by configuring the setting Use Single Entry mode for payment/receipt/contra in F12 configuration.

Payment Vouchers are used to record payments owed to Vendors and to maintain payment history. Expenses paid to Vendors on behalf of Clients (cost advance) can be recovered through Expense Distributions defined on Payment Vouchers.

The screenshot displays the 'Accounting Voucher Creation' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main window shows the following details:

- Accounting Voucher Creation** (AccountsGuy.Net) **Ctrl + M**
- Payment** No. 2, dated **1-Apr-2014** (Tuesday)
- Account : Cash** (Cur Bal: 70,000.00 Dr)
- Particulars** and **Amount** table:

Particulars	Amount
Office Advance <i>Cur Bal: 30,000.00 Dr</i>	15,000.00

Narration:
Being Office Advance paid.

An 'Accept ?' dialog box with 'Yes or No' options is visible in the bottom right corner. The bottom status bar shows '(53/54) Tally Messages', 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation', '(c) Tally Solutions Pvt. Ltd., 1988-201 | Wed, 2 Apr, 2014 19:30:27', and 'Ctrl + N'.

Receipt Voucher

A formal receipt is issued by a company to its customers upon receiving payment against a particular invoice.

1. Go to Gateway of Tally > Accounts Info > Voucher Types > Alter.
2. Select the voucher type Receipt by Pressing F6
3. Set the option Print Formal Receipt after saving to Yes.

The screenshot displays the Tally.ERP 9 Accounting Voucher Alteration window. The window title is "Tally.ERP 9" and the menu bar includes "P: Print", "E: Export", "M: E-Mail", "O: Upload", "S: TallyShop", "G: Language", "K: Keyboard", "K: Control Centre", "H: Support Centre", and "H: Help". The window is titled "Accounting Voucher Alteration" and "GST in Tally". The voucher type is "Receipt" and the number is "No. 2". The date is "1-Jul-2017" and the day is "Saturday". The voucher details are as follows:

Particulars	Debit	Credit
Cr Debtors Cur Bal: 0.00 Cr		2,12,500.00
Dr Bank of Baroda Cur Bal: 4,86,000.00 Dr	2,12,500.00	
	2,12,500.00	2,12,500.00

The Name on Receipt is "Debtors" and the Narration is blank. The window also includes a toolbar with function keys (F1-F12) and a Windows taskbar at the bottom.

Debit & Credit Note:

Debit Note

Debit and credit note in GST causes some hardship to quickly understand – as who owes whom. A debit note in GST is issued when any money is ‘OWED’ to the issuer, that is, it is again issued by the person who is the receiver of money.

For example, supplier charges a penalty for delayed payment of consideration, the supplier would issue a debit note for the amount of penalty, to the customer to declare that money is ‘OWED’ to the supplier.

Then, the original amount due PLUS the debit note is the revised value of supply, that the customer pays the supplier. To this extent, the GST thereon would also stand increased.

Accounting Voucher Creation		ABC Company		Ctrl + #	
Debit Note No. 2		Date		2 Aug 2017 Wednesday	
Original invoice no. 34		Date		2 Aug 2017	
Party A/c name: Ram Enterprises					
Current balance: 49,98,050.00 Cr					
Purchase ledger: Purchases@18%					
Name of Item	Quantity	Rate per	Disc %	Amount	
HP Computers	2 Nos	45,000.00	Nos	90,000.00	
CGST				8,100.00	
SGST				8,100.00	
Provide GSTie-Way Bill details: No					
Narration:				2 Nos 1,06,200.00	

Credit Note

Credit Note is a document issued to a party stating that you are crediting their Account in your Books of Accounts for the stated reason or vice versa. It is commonly used in case of Sales Returns, Escalation/De-escalation in price etc. A Credit Note can be entered in voucher or Invoice mode

What is credit note in Tally?

A Tax Credit Note is a written or electronic document to be recorded and issued by a registered supplier of goods or services on the occurrence of situations as prescribed by the GST Act and Rules.

Tally,ERP 9

Accounting Voucher Creation

Credit Note No. 1

15-Mar-2013 Friday

Particulars	Debit	Credit
Cr: Cash Cur Bal: 7,000.00 Dr		2,000.00
Dr: Sales Return Cur Bal: 2,000.00 Dr	2,000.00	
Narration: Being 40 Pens received as Sales Return.		
	2,000.00	2,000.00

Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Fri, 15 Mar, 2013 Friday, March 15, 2013

Contra Entry

A contra entry is recorded when the debit and credit affect the same parent account and resulting in a net zero effect to the account. These are transactions that are recorded between cash and bank accounts.

Contra entry is a transaction which involves both cash and bank. Both debit aspect and credit aspect of a transaction get reflected in the cash book. For example: Cash received from debtors and deposited into bank.

Accounting Voucher Creation		National Traders		Ctrl + M	
Contra No. 1				2-Apr-2012 Monday	
Particulars		Debit	Credit		
Dr	HDFC Bank	15,000.00			
	<i>Cur Bal: 30,000.00 Dr</i>				
	ABC Company 15,000.00 Dr				
	National Traders Cash		15,000.00		
	<i>Inst. No. :</i>	<i>Inst. Date : 2-Apr-2012</i>	<i>Bank : HDFC</i>	<i>Branch : J.P Nagar</i>	
Cr	Cash		10,000.00		
	<i>Cur Bal: 90,000.00 Dr</i>				
Cr	Petty Cash		5,000.00		
	<i>Cur Bal: 40,000.00 Dr</i>				
Narration:			15,000.00	15,000.00	

Suspense Clearance

To be cleared out, the account must have a zero balance. Move suspense account entries into their designated accounts to make the suspense balance zero. Eventually, you allocate entries in the suspense account to a permanent account. There is no standard amount of time for clearing out a suspense account.

Loans and Advances (Asset) group:

The Suspense Account is a Balance Sheet item. Any expense account even if it has 'suspense' in its name, it should be opened under Revenue group like Indirect Expenses and not under Suspense Account group.

What is the journal entry for suspense account?

An entry into a suspense account may be a debit or a credit. It is useful to have a suspense account, rather than not recording transactions at all until there is sufficient information available to create an entry to the correct account.

What is suspense account reconciliation?

A suspense account is an account that supports the reconciliation process. It is used to temporary store transactions that need further investigation before they can be classified correctly in the corresponding account in the GL

GST Compliance & Rating

The GST compliance rating is a score given by the government to a business so that other businesses can see how compliant they are with the tax department. This score will be calculated based on parameters such as timely filing of monthly and annual returns, furnishing details of input credits used, taxes paid, etc.

These scores will be updated at periodic intervals, and their details will be published in a public domain that all businesses can access. This will allow small businesses to choose the most GST-compliant vendor for their business endeavors.

Why do people need to stay GST compliant and receive a high rating?

According to the GST law, if buyers wish to claim input credit for the goods they purchased, they will have to mention all the transactions in which they paid GST to their vendors.

Let's imagine a best-case scenario in which buyer A procures products from vendor B and uploads all the sales transactions onto the GSTR-1. Now, all the transactions in the buyer's GSTR-2 will be auto-populated using the GSTR-1 filed by the vendor. The buyer can then use GSTR-2 to claim input tax credit.

Now let's consider what would happen if vendor B was not paying his dues. In this case, his tax return would not be considered a valid one by the GST department. This would mean that the buyer then could not validate his GSTR-2, and therefore, he wouldn't be able to claim input tax credit.

If this same vendor is supplying goods to a hundred buyers, then none of the buyers would be able to claim their input tax credit because of the vendor's failure to pay his dues.

This may just be an example, but the point still stands: it only takes the non-compliance of one business to affect—and disrupt—an entire supply chain.

With the GST-compliance rating in place, buyers will be able to see which vendors have the best track record of paying their dues on time, and they'll be able to choose a more compliant vendor right at the beginning so that they don't have to suffer the consequences of vendor negligence later. The higher a vendor's compliance score, the better the buyer's chances to claim input tax credit.

Benefits of the GST Compliance Rating:

If you're a business owner, you may be asking yourself: "What benefit will I get if I'm compliant with the tax department?" The answer is trust. When your business has a better compliance score, you not only have a better chance of earning the government's trust, but you also are more likely to earn the trust of clients you could be doing business with in the future. This may seem like a small step in the beginning, but consider the impact that thousands of businesses can have on the GST network if they all collectively work towards GST compliance. If individual business owners work to follow tax laws, then they will help the entire GST ecosystem to stay compliant.

Steps to Maintain GST Compliance

As a business owner, it's important that you understand the significance of being GST compliant, but that alone is not enough; you also need to know what it takes to be compliant in the first place.

File your GSTR-1 and GSTR-2 on time

Businesses should include all their outward and inward supply transactions on their monthly GSTR-1 and GSTR-2. They should file their GSTR-1 and GSTR-2 for a particular month by the 10th and 15th respectively of the following month.

What is GST reconciliation and matching?

In general, reconciliation means comparing two sets of data entries to identify any differences or variances. It is done to correct the unintentional errors earlier committed or any omissions.

Under taxation, reconciliation holds importance because it can give rise to tax short paid or not paid or excess paid as well. Following mismatches or differences can be noticed by taking up following matching and reconciliation exercise:

Differences between the amount of input tax credit shown in GSTR- 3B and the GSTR 2A/ GSTR-2B

Discrepancies in sales details between GSTR-3B and GSTR-1

Differences in the provisional credit as claimed under CGST Rule 36(4) and the actual credit that is claimable as per GSTR-2B across return periods.

Differences in the input tax credit between the values recorded in the books of accounts and amount available in GSTR-2B.

Differences in sales details between the books of accounts and GSTR-1 as auto-populated from the e-invoicing system.

Difference in tax payable upon comparing the auto-populated GSTR-3B with the books of accounts.

E-filing return process under GST

GST Return Filing

The businesses registered under GST have to file returns monthly, quarterly and annually based on the category of business through the Government of India's GST portal. They have to provide the details of the sales and purchases of goods and services along with the tax collected and paid.

Implementation of a comprehensive Income Tax system like GST in India will ensure that taxpayer services such as registration, returns, and compliance are transparent and straightforward. Individual taxpayers will be using 4 forms for filing their GST returns such as the return for supplies, return for purchases, monthly returns, and annual return. Small taxpayers who have opted for a composition scheme will have to file quarterly returns. All filing of returns will be done online.

What is GST Return?

GST return is an official document that furnishes all the purchases, sales, tax paid on purchases, and tax collected on sales-related details. The GST returns is required to be filed, following which the taxpayer has to pay off the tax liability.

Who should file GST Returns?

GST returns has to be filed by all the business entities who are registered under the GST system. The filing process has to be identified on the basis of the nature of the business.

The registered dealer who part of the following activities needs to file a GST return:

From manufacturers and suppliers to dealers and consumers, all taxpayers have to file their tax returns with the GST department every year. Under the new GST regime, filing tax returns has become automated. GST returns can be filed online using the software or apps provided by Goods and Service Tax Network (GSTN) which will auto-populate the details on each GSTR forms. Listed below are the steps for filing GST return online:

Types of GST Returns under New GST Law

Return form	Who should file the return and what should be filed?	Frequency	Due date for filing
GSTR-1	Registered taxable supplier should file details of outward supplies of taxable goods and services as effected.	Monthly	11th of the subsequent month.
GSTR-2A	Registered taxable recipient should file details of inward supplies of taxable goods and services claiming input tax credit.	Monthly	15th of the subsequent month.
GSTR-3B	Registered taxable person should file monthly return on the basis of finalization of details of outward supplies and inward supplies plus the payment of amount of tax.	Monthly	20th of the subsequent month.

How to File GST Returns with GSTN?

The Goods and Service Tax Network (GSTN) will store information of all GST registered sellers and buyers, combine the submitted details, and maintain registers for future reference. Companies have to file 3 monthly returns every 3 months and one annual return in a financial year (37 returns in total). GSTN has launched a simple excel based template to make the filing of returns easier for businesses. This excel workbook can be downloaded from the GST common portal free of charge. Taxpayers can use this template to collate invoice data regularly. The details of inward and outward supplies can be uploaded on the GST portal on or before the due date. The data preparation can be done offline. Only while uploading the prepared file on the GST portal will the taxpayer need the Internet.

Aadhar Authentication

Steps to link your Aadhar with PAN

In order to e-verify your returns using an Aadhaar card, please your Aadhaar card should be linked to your PAN Card.

Follow these steps to link your Aadhaar card to your ITR.

Step 1:

Log on to the Department's e-filing website.

taxindiaefiling.gov.in/home

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Income Tax Department, Government of India

Search

UDIN for Audit Forms / Audit certificates can be updated till 3

List of Income Tax Return and Forms available for e-Filing

Tax Information and Services

e-Filing Brochures

NO MORE SEARCHING FOR CENTRES. GET YOUR PAN INSTANTLY

APPLY NOW

Applicable only for those who do not have a PAN.

DON'T KNOW WHERE ANYWHERE

New To e-Filing? Register Yourself

Registered User? Login Here

Forgot Password? Reset

Quick Links

- Instant PAN through Aadhaar
- Link Aadhaar**
- Tax Calculator FY 2020-21
- e-Pay Tax | Challans
- e-Verify Return
- View Form 26AS(Tax Credit)
- Outstanding Demand
- ITR Status
- Know Your TAN | AO
- Verify Your PAN Details
- Tax Calendar

News & Updates

proviso to section 80G(5) and sub-clause (i) and (vi) of section 12A(1)(ac) of the Income Tax Act-1961 are required to re-register a fresh by using modified form-10A. Form-10A is also to be used for fresh registration under any of the above sections. [click here to see the notification](#) (999 KB)

03/04/2021 **New!**
User can now download and fill the offline utility for ITR 1 & 4 (AY 2021-22). The utility for other ITRs will be enabled shortly

03/04/2021 **New!**
ITR submission for AY 2021-22 will be made available shortly

03/04/2021 **New!**
For AY 2021-22, the ITR1 to 4 can be filled using single JSON Utility.Import of Prefill file is mandatory in utility [Refer the attachment for more details](#) (1113 KB)

03/04/2021 **New!**
Java version of ITR utilities will be discontinued from AY 2021-22

Download

- IT Return Preparation Software
- Other Forms Preparation Software
- DSC Management Software
- e-Filing FAQs on DTVSV Forms
- FAQs on Return Filing
- ITR Notified Forms AY 2020-21

How to?

- Scan the Supporting Documents
- e-Verify Return
- Reset Password
- Update PAN/Aadhaar Details
- Report Account Misuse

Step 2:

As soon as you log in, you can click on 'Link Aadhaar' under the quick links tab.

e-Filing Anywhere Anytime
Income Tax Department, Government of India

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Link Aadhaar

[Click here](#) to view the status if you have already submitted Link Aadhaar request.

PAN *


Aadhaar Number *

Name as per AADHAAR *

I have only year of birth in Aadhaar Card

I agree to validate my Aadhaar details with UIDAI

Captcha Code

Image 

Enter the code as in the above image *

OR

Visually challenged users can use the below OTP option instead of image captcha

Request OTP

Note:

- Name, Date of Birth and Gender as per PAN will be validated against your Aadhaar Details.
- Please ensure that "Aadhaar Number" and "Name as per AADHAAR" is exactly the same as printed on your Aadhaar card.
- UIDAI Circular F. No. K-11022/631/2017-UIDAI with regard to discontinuation of partial match in Demographic Authentication wef 1-12-2017 by UIDAI.

Step 3:

Check your PAN details and enter your Aadhaar number. Make sure you save these details by clicking the button that says 'Save.' Your Aadhaar number will be linked to your PAN after validation.

E- Verify Your Return Using Aadhaar Card

After your Aadhar has been linked to your PAN, follow these steps to e-verify your returns:

Step 1: Upload your ITR through the Income Tax e-Filing website.

Step 2: Once this is done, you will be asked for the mode of verification for your returns. You will see the following options:

I already have an EVC to e-verify my return.

I do not have an EVC and would like to generate EVC to e-Verify my return.

I would like to generate Aadhaar OTP to e-Verify my return.

I would like to send ITR-V/I would like to e-verify Later.

Select the 3rd-option that says – generate Aadhaar OTP. A one-time password will be sent to the mobile number registered with your Aadhaar; this OTP will be valid only for 10 minutes.

Step 3: Lastly, enter the OTP number on the page and hit ‘Submit.’ You will then receive a message that Return successfully e-Verified. Download the Acknowledgement.’ The same acknowledgement will be automatically sent to your registered email id. You have now successfully e-filed and e-verified your income tax return.

CONCLUSION

Overall internship is a really good program and recommended to my sister. It helps to enhance and develop my skills, abilities, and knowledge. It was a good experience and memories as not only i have gained experience, but also new friends and knowledge. **Torvi Pethe & Co.** is a good place to do the internship since it provides numerous benefits and advantages to practical trainees. I am grateful and thankful to my supervisor and department staff. They also help me to handle some of my weaknesses and provided guidance to me whenever I am in need. I think the one-month duration for the internship was not enough for me to learn more in details about the jobs so I pursued for 5 months and gained enough knowledge.



TORVI PETHE AND COMPANY

CHARTERED ACCOUNTANTS

Registered Office : Kunal Lexus, Flat No. 5, 3rd Floor, Opp. Nirmitee House, Off. Law College Road, Next Lane to Entrance Gate of SNTD College, Gulmohar Path, Pune - 411004.
Branch Office : Shripad Bunglow, Plot No. 48, Near Premnagar Ganpati Temple, Premnagar, Bibwewadi, Pune-411037. | Email : cayogeshlakade@gmail.com, Mob. : 9822908714

Acceptance Letter

To,

Miss. Tejashri Shashikant Jadhav

S.N.D.T. Arts & Commerce College for Women

Pune - 411 038

Subject: Acceptance letter for Internship.

Dear Tejashri,

This is with reference above mentioned subject and your application dated 26 of June 2021. We are agreed and accept you for internship.

For

Torvi Pethe and Company

Chartered Accountant

FRN No: 120456W



CA Yogesh Rajagopal Lakade

Partner

Membership No 132824

Date: June 29th, 2021

Name : Tejashri Shashikant Jadhav
Attendance Sheet

Date	In Time	Out Time
01/07/2021	12:00:00	7:00:00
05/07/2021	12:00:00	7:00:00
07/07/2021	12:00:00	7:00:00
08/07/2021	12:00:00	7:00:00
09/07/2021	12:00:00	7:00:00
10/07/2021	12:00:00	7:00:00
12/07/2021	12:00:00	7:00:00
13/07/2021	12:00:00	7:00:00
22/07/2021	12:00:00	7:00:00
23/07/2021	12:00:00	7:00:00
24/07/2021	12:00:00	7:00:00
26/07/2021	12:00:00	7:00:00
27/07/2021	12:00:00	7:00:00
28/07/2021	12:00:00	7:00:00
29/07/2021	12:00:00	7:00:00
30/07/2021	12:00:00	7:00:00
31/07/2021	12:00:00	7:00:00
02/08/2021	12:00:00	7:00:00
03/08/2021	12:00:00	7:00:00
04/08/2021	12:00:00	7:00:00
05/08/2021	12:00:00	7:00:00
09/08/2021	12:00:00	7:00:00
13/08/2021	12:00:00	7:00:00
14/08/2021	12:00:00	7:00:00
16/08/2021	12:00:00	7:00:00
18/08/2021	12:00:00	7:00:00
19/08/2021	12:00:00	7:00:00
20/08/2021	12:00:00	7:00:00
21/08/2021	12:00:00	7:00:00
22/08/2021	12:00:00	7:00:00
23/08/2021	12:00:00	7:00:00
25/08/2021	12:00:00	7:00:00
02/09/2021	12:00:00	7:00:00
03/09/2021	12:00:00	7:00:00
04/09/2021	12:00:00	7:00:00
06/09/2021	12:00:00	7:00:00
07/09/2021	12:00:00	7:00:00
08/09/2021	12:00:00	7:00:00
11/09/2021	12:00:00	7:00:00
15/09/2021	12:00:00	7:00:00
16/09/2021	12:00:00	7:00:00
17/09/2021	12:00:00	7:00:00
18/09/2021	12:00:00	7:00:00

Date	In Time	Out Time
20/09/2021	12:00:00	7:00:00
21/09/2021	12:00:00	7:00:00
22/09/2021	12:00:00	7:00:00
23/09/2021	12:00:00	7:00:00
24/09/2021	12:00:00	7:00:00
25/09/2021	12:00:00	7:00:00
26/09/2021	12:00:00	7:00:00
27/09/2021	12:00:00	7:00:00
28/09/2021	12:00:00	7:00:00
29/09/2021	12:00:00	7:00:00
30/09/2021	12:00:00	7:00:00
01/10/2021	12:00:00	7:00:00
08/10/2021	12:00:00	7:00:00
09/10/2021	12:00:00	7:00:00
10/10/2021	12:00:00	7:00:00
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20/11/2021	12:00:00	7:00:00
22/11/2021	12:00:00	7:00:00
27/11/2021	12:00:00	7:00:00
28/11/2021	12:00:00	7:00:00



ASSESSMENT LETTER



TORVI PETHE AND COMPANY

CHARTERED ACCOUNTANTS

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Assessment Letter

NAME: Tejashri Shashikant Jadhav

BACHELOR OF ACCOUNTANCY AND FINANCE (BAF)

Points	Sincerity	Team Work	Attendance	Work Performance	Communication	Total
Total Marks	10	10	10	10	10	50
Marks Obtained	10	9	10	9	10	48

For
Torvi Pethe and Company
Chartered Accountant
FRN 120456W



CA Yogesh Rajgopal Lakade
Partner
Membership No: 132824
Date: December 01, 2021; Pune.