



# CPA CONNECT



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Dear Sunakshi,

Warm Greetings!

We will continue our series on “Maintenance of Books of Account” as prescribed in the Income Tax Act. In this issue we will cover:

4. Form of maintenance of books of account and other documents
5. Place of maintenance of books of accounts and other documents
6. Period of maintenance of books of accounts and other documents

With this issue we have completed our series on “Maintenance of Books of Account” as prescribed in the Income Tax Act.

In case you would like to access the previous issues on this topic, please click [here](#).

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#### **4. FORM OF BOOKS OF ACCOUNT AND OTHER DOCUMENTS TO BE KEPT AND MAINTAINED IN:**

- Written form or
- Electronic form or
- Digital form or
- as print-outs of data stored in;
  - electronic form or
  - in digital form or
  - any other form of electromagnetic data storage device.

*Analysis: The organizations should mandatorily keep the documents in the mode it is originally received. i.e. Copies of the original bills, receipts and other supporting documents may not be accepted where it is not originally generated in electronic form.*

*However, printouts can be kept where the bills were originally issued in electronic form such as train tickets, flight tickets etc., which may be originally received in electronic form.*

## **5. PLACE OF MAINTENANCE OF BOOKS OF ACCOUNT AND OTHER DOCUMENTS:**

The books of account and other documents shall be kept and maintained at the following places:

- **Registered office** of the organization **and/or**
- **Such other place in India** as the management may decide by way of a resolution and **intimated within seven days thereof, to the jurisdictional Assessing Officer in writing** giving the full address of that other place.

*Analysis: The other address, if applicable shall also have to be reported in "Audit report Form No. 10B or 10BB, as applicable". Further, if such address is applicable i.e., books of accounts and other documents have been kept at places in addition to the registered office but the following compliance is not made, then the report may be qualified by the Auditor. The Compliances to be met are*

- *Decision by way of Management Resolution for keeping complete or partial Books of Account and/or other records at any place other than the registered office and*
- *Intimation to Jurisdictional Assessing officer within 7 days in writing giving the full address of such other places where books of accounts and other documents are being kept.*

Having said that, the organizations would be required to intimate the address of project offices and administrative offices also, if the books of accounts and other documents are not brought in for regular keeping at the registered offices at periodic intervals or on yearly basis during finalization of Books of Accounts/Audit.

## **6. PERIOD OF MAINTENANCE OF BOOKS OF ACCOUNT AND OTHER DOCUMENTS:**

The books of account and other documents shall be kept and maintained for a period of **ten years from the end of the relevant assessment year.**

*Analysis: books of account for the financial year 2023-24 should be kept for at least upto the financial year 2034-35. i.e. when counted from the respective financial year, books of account should be kept and maintained for at least 12 years (including respective financial year).*

In the other way, the Books of Account & other documents shall be preserved from Financial Year 2012-13 till 31<sup>st</sup> March,2024 and Books of Account & other documents up to 2011-12 can be discarded subject to the decision of the management by resolution.

However, where the assessment in relation to any assessment year has been reopened under section 147 (Income escaping assessment) of the Act, the books of account and other documents shall continue to be kept and maintained till the assessment has become final.

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