Business Compliance Calendar (India)

Monthly Compliances
• File GSTR-3B (if applicable)
• Deposit TDS deducted
• Deposit PF & ESI contributions (where applicable)
• Complete bookkeeping and bank reconciliation.

Quarterly Compliances
• File GSTR-1 under QRMP Scheme (if applicable)
• File TDS/TCS Returns
• Pay Advance Tax instalments, where applicable.

Half-Yearly Compliances
• Complete Professional Tax and other state-specific compliances, wherever applicable.

Annual Compliances
• File Income Tax Return (ITR)
• File GST Annual Return (GSTR-9/GSTR-9C), where applicable
• Complete ROC or LLP annual filings
• Finalize financial statements and audits
• Complete MSME disclosures and renew business licences, if required.

Best Practices
• Maintain proper books of accounts.
• Reconcile GST, TDS and bank records regularly.
• Keep all statutory records updated.
• Respond to notices within the prescribed timelines.