

Section-II : Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, not more than 100 words) This is an important aspect of the APAR. Please clearly state the work expected to be performed and your perception of the required objectives and achievements.

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2. Details of assessment work:

(a) Number of assessments completed during the period:

(b) Number of assessments, out of (a) above, where assess is either a firm or a corporate entity:

(c) Top 10 additions (each issue to be treated separately) in the assessments done during the period:

Sl. No.	Name of assessee, PAN and A.Y.	(i) Issue in brief, (ii) Whether issue is fresh or same as earlier years's (iii) Whether assessment is ex-parte	Amount of concealment (in descending order)
i.			
ii.			
iii.			
iv.			

v.			
vi.			
vii.			
viii.			
ix.			
x			

3. Efforts made towards widening of tax base:

(a) Achievements in respect of Non-filers Monitoring System (NMS) cases*:

- (i) Number of intimations received through Non-filers Monitoring System (NMS) during the period under report.
- (ii) Number of letters issued to assessee within 15 days of receipt of intimation through NMS.
- (iii) Number of letters returned undelivered out of (ii), above.
- (iv) Number of letters issued to alternate addresses.
- (v) Number of Income-tax returns received in response to item (ii), above.
- (vi) Number of cases in which remark – 'no return is required' – is entered in NMS.
- (vii) Number of cases in which remark – 'assessee is not traceable' – is entered in NMS.
- (viii) Number of notices issued in AST under section 142(1)/148 of Income Tax Act, 1961.

(*in respect of intimations received through NMS during the period under report excluding its last month or part month and intimations brought forward to the period under report only)

- (b) Number of cases in which action under section 271F (penalties for non-filing of return of income) taken.

- (c) Number of cases in which action under section 276CC (prosecution for non-filing of return of income) taken.

4. Other work allocated, completed and achievements (for assessment posts only) :

Tasks to be performed	Deliverables (1)		Actual Achievement (2)	Divergences if any & reasons
	Initial (3)	Mid Year (4)		
Budget Collection				
Current demand collection				
Arrear demand collection				
Disposal of audit objections				
Disposal of grievances				
Processing of returns				
Any other targets set				

[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

[2] Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year).

[3] Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

[4] Mid-year listing of deliverables are to be finalized within 6 months of the start of the period under report.

5. What are the factors, if any, that hindered your performance?

6. During the period under report, do you believe that you have made any outstanding contribution? If so, please give a brief description including journals and book publications, finding solutions by out-of-the box thinking, initiatives for improving the work environment, innovations for public service delivery and also quality work done (not more than 100 words):*

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* Please mention in about 100 words tasks/projects to be performed, tasks/projects completed including qualitative and quantitative achievements, and outstanding/significant contributions.

7. Declaration regarding work plans for subordinates:

Have you set the annual or periodic work plans or if applicable, work output monitoring system, for all officers/officials for the current year, in respect of whom you are the reporting authority?	Yes/No	Date

8. Have you filed your annual property return for the year reported upon

	Yes/No	Date

Date:_____

Signature of officer reported upon