



F.No.17/05/2014-MIS/DOMS-Pt./ 3498

Government of India

Ministry of Finance, Department of Revenue

DIRECTORATE OF INCOME TAX

(ORGANISATION & MANAGEMENT SERVICES)

LEVEL-5, EAST BLOCK-2,

R.K. PURAM, NEW DELHI - 110066.

Tel. No. : 011 - 26176415;

Fax No. : 011 - 26185607;

Dated: - 16th March, 2015

To,

All The Pr. Chief Commissioner of Income-tax

Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/Cochin/
Delhi/Guwahati/Hyderabad/Jaipur/Kanpur/Kolkata/Lucknow/Mumbai/Nagpur/
Patna/Pune/International Taxation.

Subject: Compilation of CAP – I and CAP – II reports at the level of
Pr. CCIT with effect from April, 2015 – reg -

Madam/Sir,

Kind reference may be taken of the fact that consequent upon restructuring of the Income tax Department, the jurisdiction in the Department was re-organized with effect from 15-11-2014. The re-organized jurisdiction resulted in major variations in the figures of CAP – I and CAP – II reported by various CCIT/DGIT regions in the pre and post restructured scenario. In such a situation, the consolidation of data at All India level from CAP – I and CAP – II reports proved to be a major challenge. It may kindly be appreciated that the CAP – I and CAP - II reports are vital data sources for reporting to various organizations like C&AG, PACs etc. and therefore the sanctity of data in these reports need to be maintained at all times.

2. The issue has also been duly considered at the end of CBDT. It has been seen that though the re-organized jurisdiction has indeed given rise to major changes, the consolidated jurisdiction at the level of Pr. CCIT has largely remained unaltered. In such a situation, if the CAP – I and CAP – II reports are consolidated at the level of Pr. CCIT, the reported data would remain sacrosanct both in the pre and post restructured jurisdictions.

3. Consequent upon our earlier communications on this issue, the consolidation and reconciliation of CAP – I and CAP – II figures at the level of Pr. CCIT may already be under way in your region.


4. The CBDT after considering the issues at hand has also decided that the CAP – I and CAP – II reports for the month of March, 2015 (to be reported in April, 2015) shall be consolidated and submitted by the Pr. CCIT. It is further informed that the requisite role mapping for consolidation and online reporting has already been created by the Directorate of Systems. A copy of the notification issued by Directorate of Systems in this regard is enclosed herewith.

5. In view of the above, you are requested to kindly collect, collate and compile the CAP – I and CAP – II reports in respect of CCsIT/DGsIT of your region with effect from the month of March, 2015. In case of any difficulty in online compilation, these reports may be compiled in physical format and sent to this office by e-mail at ditdoms.km@gmail.com for further compilation at All India level.

6. The due dates for submission of CAP-I and CAP-II continues to be 7th and 10th of following month respectively.

7. Smt. Shaveta Nakra Datta, Addl. Director of Income-tax, DOMS, New Delhi, (who has been designated as Nodal Officer for the subject in reference) may be contacted for any clarification or information on Phone No.:011-26160206.

Yours faithfully,


(Suniti Srivastava)
Director (O&MS)

Encl: As above.



DIRECTORATE OF INCOME TAX (SYSTEMS)
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
New Delhi-110055.

E-mail : diti2.systems@incometaxindia.gov.in
Fax No. : 0120-2770060

I-taxnet Instruction No-2

F. No. Itaxnet/Upgradation/DIT(S)-II/2014-15/ 1/203

Dated : 10/02/2015

To,

The Pr. Chief Commissioner of Income Tax (By Name)

Ahmedabad / Bangalore / Bhopal / Bhubaneswar / Chandigarh / Chennai / Cochin / Delhi / Guwahati /
Hyderabad / Jaipur / Kanpur / Kolkata / Lucknow / Mumbai / Nagpur / Patna / Pune

The Commissioner of Income Tax (Computer Operation)(By Name)

Ahmedabad / Bangalore / Bhopal / Bhubaneswar / Chandigarh / Cochin / Chennai / Delhi / Guwahati /
Hyderabad / Jaipur / Kanpur / Kolkata / Lucknow / Mumbai / Nagpur / Patna / Pune

Sub: Role of compilation in CAP-I & Dossier report to Pr. CCIT - Post restructuring change. Reg...

Madam/Sir,

Consequent upon implementation of restructuring in the department, a new post of Pr. CCIT has been created. Accordingly, office hierarchy has been changed and a new role of Pr. CCIT has been created. The role of Pr. CCIT in i-taxnet application has been introduced accordingly. Following functionalities have been provided at the level of Pr. CCIT -

Sl. No.	Module	Functionality	Remark
1	CAP-I Report	1. Report can be Compiled and Un-compiled 2. Consolidated report can be viewed	Earlier this was available upto CCIT / DGIT level
2	Dossier Report	1. Report can be Compiled and Un-compiled 2. Remark can be entered in dossier report	Earlier this was available upto CCIT / DGIT level
3	CAP-II Report	1. Reports can be Compiled and Un-compiled	Earlier this was available upto CCIT / DGIT level

2. Navigation path for compile / un-compile and view of above reports is mentioned below -

i) Map user Id at Pr. CCIT role in hierarchy

ii) Login using url <https://itaxnet.incometax.net>

iii) Click on CAP-I, CAP-II or Dossier for report compilation and viewing of report.

3. Detailed instructions with screenshots are avail on i-taxnet under the path
Resources→Download→ITD Instructions→Itaxnet

4. For any issue/problem, complaint may be registered on codesk.

Yours faithfully

(Signature)

(Sanjeev Singh)

Director of Income Tax (S)-II

Copy to - 1. Sr. PS to DGIT (Systems), New Delhi for kind information.

2. PIT (O&MS), New Delhi for kind information

(Signature)

(Sanjeev Singh)

Director of Income Tax (S)-II