

MOST IMMEDIATE

**F.NO. 380/01/2016-IT(B)
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES

North Block, New Delhi
31st March, 2016

To

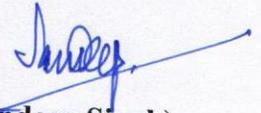
All the Pr. CCIT (CCA)

Subject: Central Action Plan for the First Quarter i.e. (April 2016 to June 2016) of the Financial Year 2016-17- regarding.

Madam/Sir,

I am directed to forward herewith the Central Action Plan for the First Quarter i.e. (April 2016 to June 2016) of the Financial Year 2016-17. You are requested to circulate the same amongst all the officers in your region for necessary action.

Encl: As above



(Sandeep Singh)

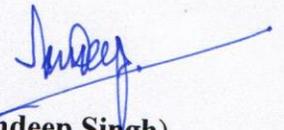
Under Secretary to the Govt. of India

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Copy to:

1. Chairman, CBDT
2. All the Members in the CBDT
3. All the Joint Secretary/CIT in the Board and attached offices.
4. DGIT (Systems), New Delhi
5. DGIT (Intl. Taxation), New Delhi
6. CIT CPC (TDS)
7. ADG (TDS), New Delhi
8. ADG(Recovery), New Delhi
9. Web Manager. It is requested that the Interim Action Plan 2016-17 may please be uploaded on website www.incometaxindia.gov.in on Departmental News not in public domain.
10. Data Base Cell (Shri V.K.Singh, Addl. DIT). It is requested that the Interim Action Plan 2016-17 may please be uploaded on website www.irsufficiersonline.gov.in



(Sandeep Singh)

Under Secretary to the Govt. of India

Interim Action Plan for the first Quarter of Financial Year 2016-17

Key Result Areas		Time frame	
Assessment Units (including Central Charges, International Taxation, TDS and Exemptions)			
A.	Migration of PAN	30 th June	
B.	Processing of paper returns brought forward on April 1, 2016		
C.	Assessment and collection:		
(i)	Passing of assessment order in at least 25 cases (per assessing officer) in cases selected under limited scrutiny category, set-aside assessments and assessments reopened u/s 147.	30 th June	
(ii)	Verification and cleaning of disputed demand.	30 th April	
(iii)	Giving credit for prepaid taxes, reflected in Form 26AS post processing.		
(iv)	Giving effect to appellate orders received up to March 31, 2016.		
(v)	Disposal of rectification applications received up to March 31, 2016.	15 th May	
(vi)	Verification and certification of demand in CPC FAS in cases where notices u/s 245 were issued by CPC before March 31, 2016.	31 st May	
(vii)	Efforts for collection of arrear demand in accordance with Instruction No. 1914 dated 21.03.1996 read with Office Memorandum No. 404/72/93-ITCC dated 29.02.2016.	30 th June	
(viii)	Issue of 143(2) notices in cases selected for e-assessment.	15 th May	
(ix)	In respect of cases identified in NMS Cycle-4, notices to be issued	a) In cases having priority ranking P1 and P2	15 th May
		b) In cases having priority ranking P3 and P4	30 th June
(D)	TDS Matters:		
(i)	Collection of TDS demand: a) At least 20% of Manual uploaded demand as on 01.04.2016. b) At least 15% of short payment demand as on 01.04.2016(System Generated). c) At least 60% of late payment interest demand as on 01.04.2016 (System Generated). d) At least 60% of late filing demand as on 01.04.2016 (System Generated).	30 th June	
(ii)	Examination of top 30 cases of short payment (per Assessing Officer) as per MIS report “SP with unconsumed <i>challans</i> ”.		
(iii)	<u>Prosecution under section 276B:</u> a) Processing of the TDS defaults for prosecution u/s 276B in top 25 cases per CIT Charge. b) Uploading/ updating of the status of disposal of prosecution cases on TRACES portal where notices have been issued up to 31.03.2016.		
(iv)	Disposal of application for section 197 certificate received up to 31 st May.		

(E)	Investigation	
(i)	Surveys conducted up to March 31, 2016: Verification of impounded records, conducting post survey enquiries and submission of Final Survey Reports – Issue of notices u/s 143(2) /148 in suitable cases.	30 th June
(ii)	Central Charges: Decentralization of cases as per existing instructions.	31 st May
(iii)	Prosecution under Section 276CC: Processing of defaults in filing of return as per the data supplied by CPC in top 25 cases per CIT charge.	30 th June
(F)	Audit – Follow-up Final replies to be sent in at least 30% of Major and 50% of Minor Revenue and Internal Audit Objections (separately) raised up to March 31, 2016.	
(G)	Redressal of grievances	
(i)	Grievances pending for more than 1 year as on 31.03.2016.	30 th April
(ii)	Grievances pending for more than 60 days as on 31.03.2016.	7 th June
(iii)	CPGRAM petitions filed till 30.04.2016 to be disposed of.	30 th June
(H)	International Taxation and Transfer Pricing	
(i)	The officers in International Taxation to complete verifications in 15CA cases as selected.	30 th June
(ii)	The TPOs to pass Transfer Pricing Orders: a) TPOs of Assistant/ Deputy Commissioner rank: At least 10 orders b) TPOs of Joint/ Additional Commissioner rank: At least 5 orders	
(iii)	Each Dispute Resolution Panel (DRP) to dispose of at least 15 cases under section 144C.	
(I)	CIT (Appeals) :Disposal of minimum 120 Units of old appeals starting from the oldest year to the year following that and so on (stress to be given on B2 appeals).	
(J)	Exemptions : Updating database of registered / exempted / approved entities under sections 12A, 10(23C), 80G etc.	
	Chief Commissioners and Commissioners	
(i)	Monitoring of each task specified above and reporting of workload and performance.	Monthly DOs
(ii)	Completion of all the inspection/reviews for financial year 2015-16.	30 th June
(iii)	Submission of APARs for years up to 2015-2016 in respect of all categories of employees, duly completed by the Reporting and Reviewing Officers [Addl. CsIT(HQ)(Admn) to ensure compliance]	
(iv)	Disposal of all compounding applications pending as on April 1, 2016.	30 th April
(v)	Creation of posts of ITO (Taxpayer Service) and posting of officers.	
(vi)	Rationalization and redistribution of workload of scrutiny assessments and appeals.	30 th April
(vii)	Identification of appeals required to be withdrawn in pursuance of the revised monetary thresholds for filing of appeals (Circular No.21/2015 dated 10.12.2015)	31 st May
