

SERVICE QUALITY POLICY

The Income Tax Department is committed to promote voluntary compliance with Direct Tax Laws through quality taxpayer service and firm administration.

The Department endeavours to be transparent and fair in its processes. It consistently strives for providing efficient services and assisting the taxpayers to discharge their tax obligations. It aspires for continual improvement in its service delivery mechanism by upgrading the infrastructure and skill sets of its employees for ensuring the desired level of taxpayers' satisfaction.

The Department is resolute in complying with the requirements of IS 15700:2005 and continually improving the effectiveness of the Service Quality Management System.

The concepts of good governance and citizen centric administration are intimately connected. Citizen centricity with the aim of ensuring citizens' welfare and citizens' satisfaction, is critical for any government, local, state or national; which aims to provide good governance.

the following are the pre-requisites of citizen centric goverance:

how simplification of procedures and decentralization and delegation can improve efficiency and bring Government services to the doorstep of citizens and finally how citizens' participation in administration can make government departments more responsive, accountable and transparent. As governance is primarily a series of service operations with the ultimate objective of maximizing citizens' welfare, use of management principles such as the Six Sigma concepts (data, focus on clients/citizens, quality) combined with Lean thinking (process flow, minimizing the costs of unnecessary complexity) can help to transform government service organizations into more efficient and citizen friendly agencies

Self regulation is the best form of regulation: In the field of taxation, there has been a shift from departmental assessment to greater reliance on self assessment.

Citizen charter

 Citizens' Charter of the Income Tax Department (Government of India):17 4.5.2.1 The Citizens' Charter (March, 2007) aims at promoting compliance with Direct Tax Laws through quality taxpayer services encouraging voluntary compliance and firm administration. The objectives laid down by the Department for itself include 18 action points. These are aimed at improving service delivery on matters ranging from dissemination of information and generating awareness to issue of refunds, giving effect to orders, disposal of rectification and other applications and redressal of grievances. Out of these 18 action points, 16 mention specific time frames for providing respective services. To mention a few: i. Refund should be issued along with interest, if any, within 9 months from the end of the month in which the return, complete in all respects, is received. ii. Effect to

BRIEF ABOUT SYSTEMS INITIATIVES

the following reform initiatives in last few years have been undertaken by harnessing latest technology to enable a System driven business environment in the Department. These measures are aimed to introduce objectivity and reduce human interface between the taxpayer and the officials. The following initiatives have been taken:

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- Undertaking a comprehensive Business Process Re-engineering (BPR) study to understand AS-IS processes and to recommend TO-BE processes;
- Setting up of Tax Information Network;
- Taxnet project for networking of all its offices across the country;
- Setting up of Centralized Processing Center at Bangluru
- Setting up of Centralized Processing Cell (TDS) at Vaishali
- E-filing of returns,
- Refund Banker Scheme to improve channel delivery of refunds;
- Sevottam Scheme for monitoring of dak and grievances;
- Dedicated Call Centre
- Comprehensive Website that consolidated all e-services etc.

Centralized Processing Centre: Faster Processing of IT Returns Through Automation

 The Income Tax Department (ITD), Ministry of Finance, is responsible for collecting Direct Taxes and administering the Income Tax Act and other direct tax statutes for the Central Government. With a view to maximizing revenue collection as also to provide quality customer service, ITD embarked upon large scale computerization and process automation. With the rapid increase in the number of income tax returns and a jurisdiction-

- Through comprehensive computerisation initiatives, the department has enabled end-to-end e-delivery services that inter alia include:
- E-Payment of taxes
- E-filing of TDS statements
- E-Processing of TDS statements
- E-view of tax credits
- E-filing of Income Tax Returns
- E-Processing of Income Tax Returns
- E-Matching of tax Credits
- E-tracking of processing of the Income Tax Returns
- E-Delivery of Refunds
- E-tracking of Refunds
- Therefore the present initiatives of the department have made it possible to comply with the tax obligations without visiting the Income Tax Office and on anywhere, anytime basis.

- based processing model, the Department encountered problems resulting in delayed processing of income tax returns.
- The Finance Act, 2008 empowered the Central Board of Direct Taxes (CBDT) to make a scheme for centralized processing of returns with a view to expeditiously determining the tax payable by, or the refund due to the assessees.
- Based on the recommendations of the Technical Advisory
 Group, the strategy adopted was that Centralized Processing Centre
 (CPC) at Bangalore would process paper and e-returns without any
 interface with taxpayers in a jurisdiction free manner using a
 partially outsourced model through a Service Provider (SP).

 The services like receiving PAN application forms, verification of the documents submitted, digitizing the PAN application form, upload the data on the NCC (National Computer Centre), printing PAN cards and dispatch of PAN cards have been outsourced to Service Providers, M/s UTIITSL and M/s NSDL. The Service Providers through their network of 11,143 front offices (PAN centres), receive and process the PAN application submitted by applicants. However, the PAN is generated through robust software at National Computer Centre (NCC) of the Income Tax Department and thereafter printed and dispatched through service providers. • New PAN application forms have been notified. FORM 49A is notified for use of Indian Citizens/Indian Companies/Entities Incorporated in India/Unincorporated entities formed in India whereas FORM 49AA is for Individuals not being a Citizen of India/Entities incorporated outside India/ Unincorporated entities formed outside India. • Space for proving AADHAAR Number by PAN applicant has been added in the PAN application Form 49A. As on 5.12.2012 1,75,136 unique AADHAAR numbers have been seeded into PAN database. The work of establishment of on-line AADHAAR authentication facility is under process.

Project Name: E-filing of Income Tax Returns

Project Description The e-filing project is an eminent e-governance and e-delivery measure taken by the Income Tax Department for better services to the taxpayers and was notified in 2006-2007. During the current F Y 2012-13, the e-filing website has been revamped and made live on 9th November, 2012 with many new utilities like extension of electronic filing of all other forms as prescribed in the I-T Rules 1962, enabling access to history of returns filed, and other Services in the e-filing website. The project is aimed at enabling E-filing of Income tax returns, Audit Reports and other forms of the Income Tax over Internet directly by taxpayers and through e-return intermediaries (ERIs) on Virtual Private Networks, enabling efiling of Income Tax Returns and other web enabled services using XML to enable public private participation in the filing of returns. A portal https://incometaxindiaefiling.gov.in is functional with a host of services to taxpayers. The new system also offers personalized services including pre-filling of returns with assessee details and 26AS data; online and offline filing of returns etc. The system include submission of online rectifications, verification of status updates for receipt of ITR-V, processing status and refunds for e-filed returns processed at CPC, Bangaluru. Select information is also available through a mobile interface.

The new e-filing project has following features, apart from the earlier ones: • Facility to download Pre-filled XML File -(after Login feature). • PAN Details at one place (Name, D.O.B, Status, Gender, Address) -(after Login feature). • Request for Intimation - Earlier there was no option to download if mail not received. (Submit request for resend print of Intimation to ITR/PAN Address/New Address or via Email) – (After Login Feature). • For New Users, Resend Activation Link Feature -Helpful if link not received or mail deleted earlier. • User Password can be changed now with Digital Signature Verification also. • Feedback Option for User. • User can register as a Legal Heir to do e-Filing on behalf of the deceased. This is a new feature provided for Individual user. • Quick e-File for ITR-1 (No need to download any utility, No requirement of any software. Just Fill and Submit like an Online Application Form). • Mobile Services can be availed using the url https://incometaxindiaefiling.gov.in/mobile/. • Forms to be authorized by CA with Digital Signature and XML to be uploaded in efiling portal. (3CA, 3CB, 3CD, 3CEB, FORM 29B). • Tax Professional (CA for now) is a new user on this portal. They can e-File Income Tax audit report Forms (other than Income Tax Returns). In the new e-filing project there is dedicated call centre and help desk to deal with any query or grievance related to e-Filing.

Project Name: Centralized Processing Center (CPC) for Income Tax Returns

 Project Description Enabling Centralized Processing of all E-filed Income tax returns and paper returns of Karnataka and Goa at Bangalore. Status and Achievements • The establishment of the Centralized Processing Center (CPC), Income Tax Department, Bengaluru was approved by the Union Cabinet in February 2009. By October 2009, the business rules for computation and financial accounting system were tested and first set of I-T returns were processed. The digitization and processing of paper filed salary returns of A.Y. 2008-2009 of Bengaluru were commenced by January 2010 and the processing of E-filed returns of A.Y. 2009-2010 was taken up by April 2010.

 Average processing time reduced to 47 days, less than the period specified in citizens' charter (6 months) and much less than performance in manual processing (~14 months). Prior to CPC, average processing capacity of the department has been approx. 2.5 cr return per annum against receipt of more than 3 cr returns each year. • Over 497 lakh digitally signed PDF based intimations sent by email; over 29.37 lakh SMS alerts sent; over 111 lakh Intimations sent by Speed post for preceding years, all over the country. • Launch of Digitization friendly forms with features such as anchor points, colour drop out, bar codes on each page etc — ITR 1-SAHAJ and ITR 4S- SUGAM for AY 2011- 12 and AY 2012-13 designed by officers at CPC for CBDT based on learning from digitization of paper returns at CPC. • Demand Management: To deal with the

CPC and e-filing is leading the Income Tax
 Department to Paper-less office, and Paper-less delivery by phasing out paper based notices, intimations, letters and replacing by email, SMS, website driven delivery to taxpayers,

4. Project Name: Refund Banker

 Project Description Refund Banker project is a system driven process for determination, generation, issue, dispatch and credit of refunds and enables efficient and safe delivery of Income Tax refunds. It introduces a third party into the physical issue or credit of refunds so as to make the process completely automated, speedy and transparent, and to achieve a faster Turn Around Time

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 A web based status tracking facility in collaboration with India Post and National Securities Depository Ltd. (NSDL) is available under the Scheme. • The State Bank of India has set up remote printing facility for Income Tax refunds at Chennai, Kolkata, Delhi, Bangalore, Mumbai, Jaipur, Patna, Hyderabad, Bhopal and Lucknow. • The status of refunds is updated on the departmental application with reasons for nonpayment in case of unpaid or returned refunds, to enable the assessing officer re-send the refund for payment after removing the deficiency. • Audit trail and MIS on unpaid/unpicked refunds (with ageing) are available on system for monitoring status of issue of refunds.

E- Governance Activities undertaken by the Department can be briefed as under:

- 1. Project Name: Issue of PAN.
- PAN (Permanent Account Number) is a 10 digit alpha-numeric number allotted by the Income Tax Department to taxpayers and to the persons who apply for it under the Income Tax Act, 1961. This number enables the department to link all transactions of the "person" with the department. These transactions include tax payments, TDS/TCS credits, returns of income/wealth, specified transactions, correspondence, and so on. PAN, thus, acts as an identifier for the "person" with the Income tax department. In fact, PAN has now taken on the role of "identifier" beyond the Income tax department as it is now required for various activities like opening of bank account, opening of demat accounts, obtaining registration for Service Tax, Sales Tax / VAT etc.

Operationalisation

 The Establishment of the Centralized Processing Centre (CPC)- Rs. 255 crore project- was approved by the Union Cabinet in February 2009 and work was awarded to M/s Infosys Technologies Limited on February 23rd, 2009. CPC moved in its facility on May 26th, 2009 and 56,000sq ft area on three floors of facility was completed by July 2009. First Return of Income was processed at CPC in October 2009, and full fledged processing commenced from January 2010.

Objectives

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- The specified objectives of the CPC Project are:
- To develop and implement a comprehensive system to increase efficiency, and effectiveness of ITD in processing, accounting and reconciliation of the returns filed;
- to set-up a central processing centre and achieve back office automation on an outsourced model for performing the non-core activities of ITD;
- to manage routine tax administration functions such as receipt, scanning, data entry, processing, issue of refunds and storage of IT returns in a centralised manner;
- to achieve economies of scale along with desired levels of quality and service level compliance for the outsourced activities
- to ensure efficiency and accuracy in service delivery;
- and to establish a scientific, systematic record storage and retrieval management system.

Benefits

The project envisaged benefits for the citizens as well as the Income Tax Department. For the citizens, reduction in compliance cost; taxpayer services in line with international best practices; empowerment through increased efficiency in discharging ITD's function; better and centralised access to information; accuracy and timely clearance of all demands & refunds due and centralised system to address grievances and rectification requests and its tracking were the major benefits.

On the other hand, the department would have gained by way of improved service delivery to citizens; standardised practices and procedures; centralised system to monitor and evaluate the status of returns; better accounting and reconciliation of taxes collected; capability to handle increased workload; convenient & speedy clearance of demands and refunds and centralised access to the information on tax collection.

CPC Processes

 There are 14 services that have been implemented as part of the CPC solution which cover the functional domains of logistics, scanning and data entry, tax processing, tax accounting and data extraction, validation and reconciliation.

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 The business processes/technology components involved and implemented are: Logistics, scanning, data entry/digitization, Tax accounting, interface with legacy systems, processing of returns, refunds, printing & despatch, dedicated on-site hi-tech post office, record management, call centre and advanced customer support

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Impact of the Initiative 12

 CPC has reduced the processing time of IT returns considerably. As against average processing time of more than 12 months in past, CPC has succeeded to bring it down to around 65 days. Processing capacity has been augmented. CPC has processed more than 4.15 crore returns in the last 3 years of operations. It is expected to process more than 1.8 crore returns in current year. This would be almost 70% of entire workload of department.

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• **FASTER REFUNDS** CPC has processed pore than 1.3 crore refund cases in last 4 years of operations. As a matter of priority, all refund cases are processed first without any discretion

Interest on Delayed Refunds has reduced substantially

As against average interest rate of more than 17% in F.Y. 2009-10, CPC has brought down the interest on delayed refunds to 4.77%. This has resulted in substantial savings for the Government.

Faster Settlement of Grievances

CPC has processed more than 11.41 lakh rectification petitions out of 11.65 lakh. Average disposal time is around 90 days as against stipulated 180 days. Presently, close to 4300 calls are handled every day in 3 languages Kannada, English and Hindi.

Effective & Paper Less Records Management

CPC has a dedicated record management module which has qualified for certification under ISO 15489. CPC is the first institution in India to achieve this distinction. It uses state of art scientific record management system using an out-sourced warehouse thus saving huge costs associated with storage of paper documents.

Promotion of e-filing

Faster processing at CPC has given a big boost to e-filing of Income Tax Returns. E-filing registered an exponential growth in F.Y.2010-11 with 164.34 lakh as against 21.70 lakh in 2006-07. Thanks to faster and hassle free issue of refunds, e-filing of returns is growing 25% annually.

Maintaining last year's momentum, it is expected to cross 2.5 crore in current year representing nearly 75% of all returns received by the Department.

Release of Resources For Compliance Job

CPC has a unique (MSP) model where top layer consists of IT Department officials. With only 35 member ITD team, CPC is handling more than 1/3rd processing workload of the entire Department. This has released a large work force which can now concentrate on more revenue yielding compliance jobs viz. Recovery, Surveys, Scrutiny, Investigation, Prosecution, TDS, Information/Intelligence collection etc.

Better Customer Service

Customers are serviced through various ways including agent call centres, e-mails, SMS alerts, improved Communication.

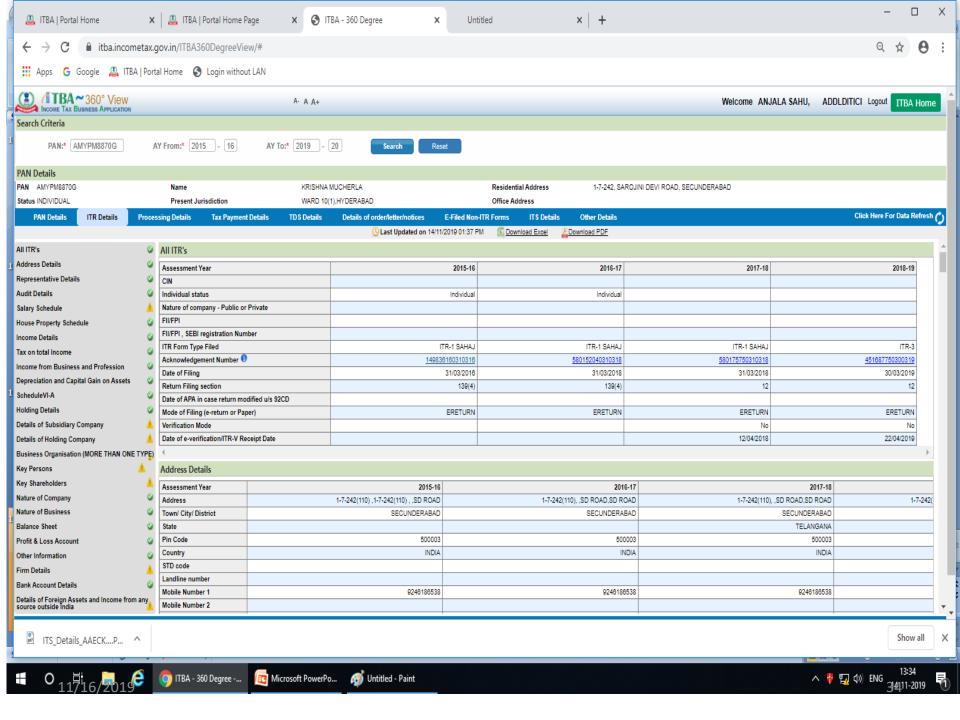
Improved Public Image

The CPC project has proved to be a major administrative reform initiative enabled by innovative and widespread use of technology. Its implementation is radically changing the way the Department works.

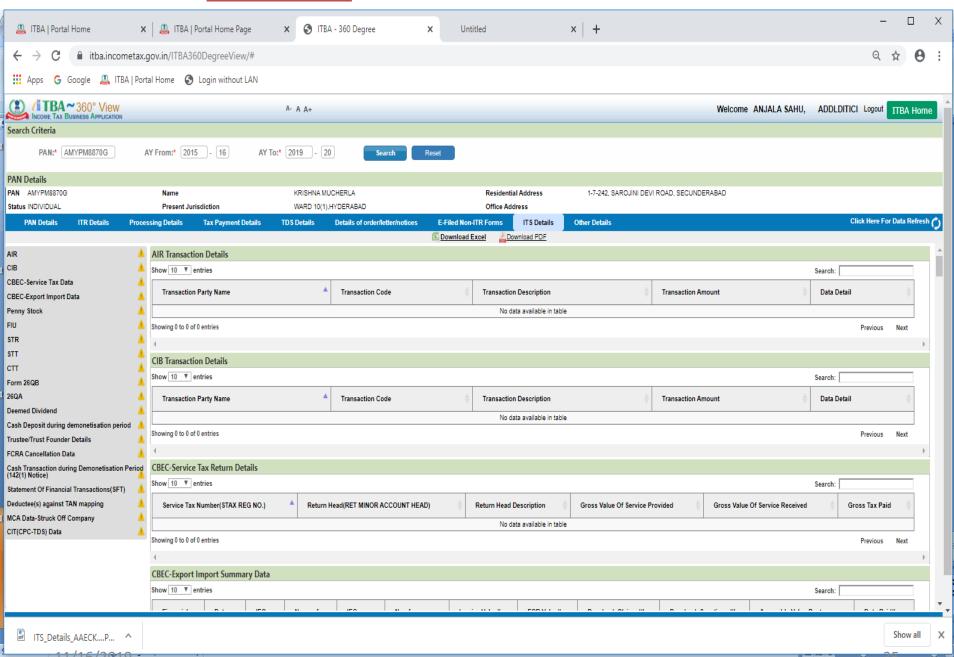
The CPC implementation has helped relocate a large part of the current non-discretionary workload from the 745 tax offices located in 510 cities across the country. With the intervention of the CPC model, a great deal of the existing distortions and shortcoming are getting removed. This will free valuable administrative resources of both manpower and physical infrastructure. Good quality service to tax payers from the CPCs in conjunction with a more compelling and effective compliance regime will produce visibly satisfactory tax outcomes.



360 degree ITR Details



360 degree ITS



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Beware! Income Tax Department is Using Big Data Analytics to Track Expenditure Patterns

The applications of big data are gaining a strong foothold in every industry. Recently, the Government of India has adopted Big Data in its fight against tax evaders. This will make tax evasion more difficult. The programme – "Project Insight", costing 1,000 crores has been in development for the past three years. Tax evasion was always difficult to monitor and manage given the traditional tools. However, with several countries like USA and UK already using big data for tax management, India has also joined this league.

In India problems like failure to pay tax dues, submission of false tax returns, inaccuracy in financial statements, lack of income reports, storing wealth in foreign countries is becoming an increasing trend

Big data will help the taxman build a taxpayer's master profile that will include all key info about him/her.

The basic target of this project is to bring more people under the tax net. Another idea is to catch tax truants who may've played dirty during demonetisation. The tax net will also close in on those with pending demands of over Rs 10 lakh. 36

data gleaned from Insight will be segregated. This will have the taxpayer's master profile — which will include address, signature, I-T return profile. There is also a segment named business intelligence that will basically ferret out non-compliant folks.

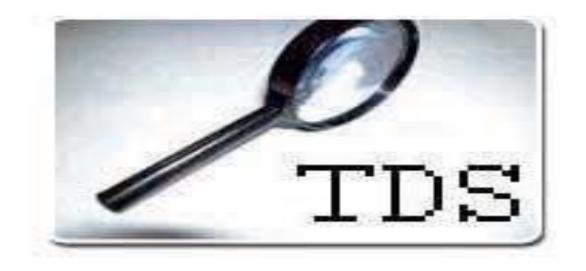
A Geographic Information system will help tax the taxman zero in on a specific area for more focussed action. It will also classify taxpayers on the basis of parameters like income, profit and capital gains, the BS report says.

As per this report, the Insight project will feature an integrated information management system, which will harness machine learning to help take the right step and the right time. It will entail collecting relevant web pages and documents that could be probed, it says.

India now in select league

As per a Bloomberg report, India now joins a select league of countries like Belgium, Canada and Australia that are already using big data to keep a check on evasion.

CPC VAISHALI







Project Name: E- TDS{14}

 Project Features Filing of e-TDS Returns has been made compulsory for following categories of tax payers: All Corporate deductors All 44AB deductors All Govt. deductors both Central and State Govt. For all deductors where number of deductee records is 20 or more. Filing of newly introduced Form No. 24G has been made compulsory by Pay & Accounts Officer/Treasury Officer/Cheque Drawing & Disbursing Officer (PAO/TO/CDDO) on monthly basis which is the basis to generate BIN (Book Identification Number), to be used for reconciliation of TDS paid without production of challan in the cases of Central/State Governments Deductors.

 A web based status tracking facility in collaboration with India Post and National Securities Depository Ltd. (NSDL) is available under the Scheme. • The State Bank of India has set up remote printing facility for Income Tax refunds at Chennai, Kolkata, Delhi, Bangalore, Mumbai, Jaipur, Patna, Hyderabad, Bhopal and Lucknow. • The status of refunds is updated on the departmental application with reasons for nonpayment in case of unpaid or returned refunds, to enable the assessing officer re-send the refund for payment after removing the deficiency. • Audit trail and MIS on unpaid/unpicked refunds (with ageing) are available on system for monitoring status of issue of refunds.

The Department has taken a new initiative of online dissemination of tax payer specific information in form26AS (Tax credit statement) which contains the details of TDS/TCS deducted by the deductors, advance tax/self-assessment tax/regular assessment tax and paid refunds. Besides the statements also contains details of certain high value transactions that are being reported by third parties in Annual Information Return (AIR). This is to facilitate taxpayer about ascertaining tax liabilities. Till 30thNovember, 2012, more than 1.54 crore taxpayers have viewed such statements online. The scheme is intended for online verification of all tax credits available with the ITD and mismatch, if any, to be followed by the tax payer for proper credit. The benefits of form no.26AS include seamless processing of income tax returns and speedy credit of refunds and the verification of tax credits and refunds by the tax payers. Online facility to view Tax Credit Statement (26AS) has been enabled for net banking users of 31 banks.

 Centralized Processing Centre (CPC) at Vaishali, Ghaziabad for processing of TDS statements has gone live and under trial run. TDS CPC will generate the annual tax credit statement (Form 26AS) and process TDS statements in a time bound manner so as to ensure speedy credit of taxes paid as well as identification and resolution of TDS defaults. CPC (TDS) will open up new channels of communication including Portal, Call Centre, Document Management Systems etc., to manage the defaults detected in processing of TDS statements and to resolve issues relating to TDS mismatches. Besides it will employ Business Intelligence tools for sensitivity analysis and effective MIS to field officers for enabling enforcement.

Project Name: OLTAS (Online Tax Accounting System{17}

 Project Description OLTAS project, a part of TIN (Tax Information Network) of the Income Tax Department, was designed to integrate online tax payments made by tax payers directly into designated banks to the running ledger accounts of tax payers maintained by the department for tax credit. The project objective was to do away with the paper trail for tax credit and paper validation system. The scheme was uniquely placed to reduce the tax payers' grievances and hence OLTAS project has been one of the landmark egovernance initiatives undertaken by the department.

 A separate OLTAS dashboard facility has also been introduced through TIN website for the Finance Minister, senior functionaries of CBDT, Chief Commissioners/Director Generals of Income Tax, Commissioners of Income Tax (TDS) and Commissioners of Income Tax (Computer Operations) for monitoring direct tax collections on a daily basis.

OLTAS is now fully operational and is being implemented in close coordination with RBI, Agency Banks and TIN (presently being managed by NSDL). With effect from 1 June, 2008, computerized acknowledgement receipt to the taxpayers has been made operational for the tax payments. Modified File validation instructions have been got installed in the software of all collecting banks and at TIN to ensure better data quality. The banks enter data of tax payment challans in their computer system and transmit the challan information online to the server of the Tax Information Network (TIN) of the Income-tax Department, maintained by NSDL. The collecting and nodal branches of banks can verify the status of the tax payment data transmitted by them to TIN through TIN website tin-nsdl.com. NSDL extracts the data, prepares OLTAS files and transmits the same to the OLTAS server maintained at NCC, New Delhi. From there, the data is populated into the ITD OLTAS database, enabling the Assessing Officers to give due credit to the taxpayers for the tax payments made by them, and generation of Collection reports for AO/Range Head/CIT/CCIT based on PAN/ TAN jurisdiction, irrespective of the place or mode of payment. Reports on top advance tax payers and TDS payers with quarterwise comparative analysis w.r.t. previous financial year are also made available to the Commissioners of Income Tax and Commissioners of Income Tax (TDS) for monitoring of collections.

Project Name: Annual Information Return (AIR)now known as SFT

- Project Description
- AIR/SFT is a tool for collecting 'high value financial transaction' information in a structured manner, through computer media with PAN as unique identifier for ensuring tax compliance, widening and deepening of tax-base, creating a tax-payer profile and to lead to Data warehousing/Business Intelligence. The scheme for filing of AIR by the main nerve centres of financial activities such as Banks, Credit card companies/institutions, Companies (issuing public/rights issue of shares and bonds/debentures), Registrars of immovable property, Mutual Funds and RBI (issuing RBI bonds), has been in operation since August, 2005 in respect of specified financial transactions registered/recorded by them during the financial year (beginning on or after 1 April, 2004).

The information on transactions available in the Annual Information Returns is uploaded on departmental systems to be utilized for generating list of non-filers, and for selecting cases for scrutiny under Computer Assisted Scrutiny Selection (CASS). Data (with PAN) coming through AIR, TDS returns, CIB information & OLTAS, and uploaded into ITD database is used to populate ITS (Individual Transactions Statement). Individual Transactions Statement (ITS) provides a 360 degree view of a taxpayer. The ITS information is made available to AO/Range-head/CIT/CCIT for use/ monitoring in scrutiny assessment proceedings as well as for aiding recovery efforts. The information is also made available to Income Tax enforcement authorities such as Directorates of Investigation and Directorates of Intelligence for investigation and tax-payer profiling.

CBDT takes further steps to ensure transparency in Tax Administration by bringing in concept of DIN

• In order to prevent such instances and to maintain proper audit trail of all communication, the CBDT has, vide Circular No.19/2019 dated 14.08.2019 laid down parameters specifying the manner in which any communication issued by any income-tax authority relating to assessment, appeals, orders, statutory or otherwise, exemptions, enquiry, investigation, verification of information, penalty, prosecution, rectification, approval etc. to the assessee or any other person will be dealt with. All such communication issued on or after the 1st of October, 2019 shall carry a computergenerated Document Identification Number (DIN) duly quoted in the body of such communication.

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Linking PAN with ADHAR

 The Supreme Court has allowed linking of <u>PAN</u> with <u>Aadhaar</u> while reading out its verdict on the constitutional validity of Aadhaar. The apex court also said that Aadhaar is a must to file <u>income tax</u> <u>return</u> (<u>ITR</u>) and also to apply for a new PAN.

As per the Central Board of Direct Taxes (CBDT) notification dated September 28, 2019, the deadline to link PAN with Aadhaar has been extended to December 31, 2019. Earlier, the deadline to link the same was September 30. Also from April 1, 2019 it is mandatory to quote and link Aadhaar number while filing ITR unless specifically exempted. According to chartered accountants, an individual cannot file their ITR without linking the two first.

If you do not link your PAN with your Aadhaar, then your PAN will become inoperative from October 1 onwards.

11/16/2019 50



Project Name: Aayakar Sampark Kendra (ASK)

 Project Description Aayakar Sampark Kendra (ASK) is a Taxpayer Information and Services Center of the Income Tax Department to answer queries related to the Status of PAN and TAN applications, Procedure of filing of Income Tax and Wealth Tax returns. Categories of assesses mandatorily required to file e-returns or to make e-payments. Procedure of e-filing of income tax returns, with or without digital signature. A facility to register grievances on telephone or through email and assist in getting them resolved. There is a National Call Centre at Gurgaon and four Regional Call Centres at Jammu, Jangipur, Shillong & Kochi and catering to taxpayers in Hindi, English and eight other regional languages.

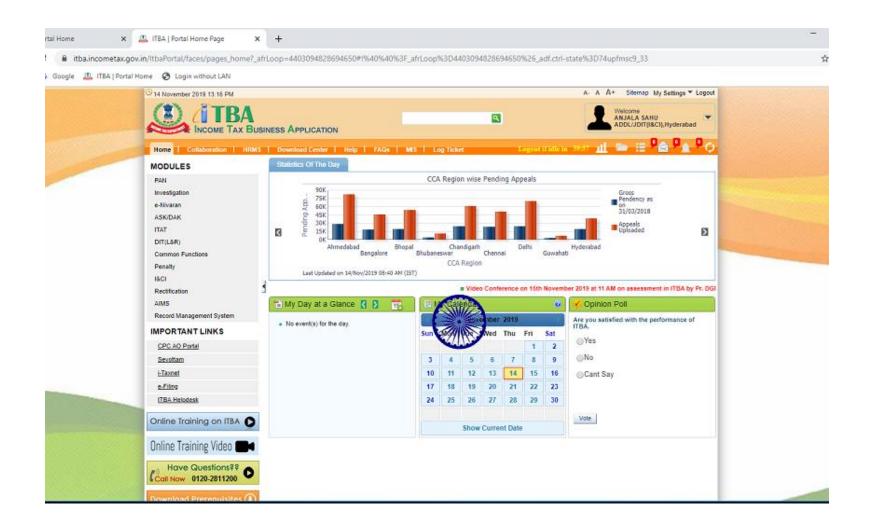
Project Name: IT Website/http://incometaxindia.gov.in

Project Description Provides dissemination of information to taxpayers on the department and its activities. The field offices and various Directorates have also got their independent pages at the cadre controlling Chief Commissioner level and at DGIT level respectively. Provides tax law related information and downloads online like Acts, Rules, Circulars, Notifications, Returns, Forms and Challans etc. Tutorials on Income- Tax returns and TDS statement, Exempted Institutions and Feedback on Black Money etc. have also been made available during the F.Y. 2011-2012. Provides e-services by acting as an umbrella website which links to various services like e-filing of returns, PAN, TAN, TDS, online tax payment, view of tax credit, refund status, etc. Further, online services, like Tax Return Preparer Locator, Bank Branch Locator for Tax Payment, Challan Correction Mechanism, TIN Facilitation Locator and Public grievances have also been added

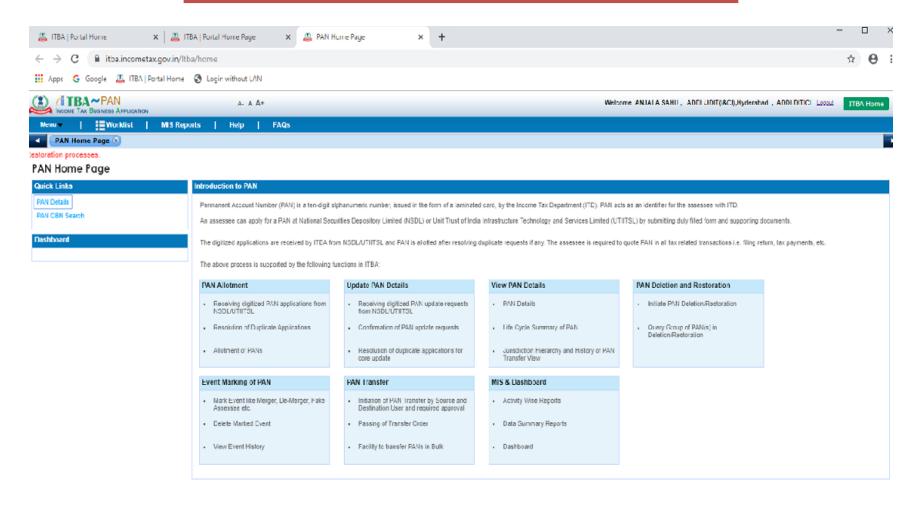
Project Name: AST

The AST is an on-line, menu driven and windows based software. Presently the majority of work of processing, rectification, completion of assessment order etc is processed through AST for all the paper returns and the e-filed returns transferred from CPC. AST includes calculation of tax, calculation of interest under various sections, selection of cases for scrutiny, time barring checks; deductions limit validations, due date checks and various business rules and validations. AST supports flexible queries on various system entities such as summary assessment, assessment proceedings, appeals, revisions, and rectifications to meet user requirements. In AST there is provision to generate various reports like list of cases selected for scrutiny, Challan, Demand Notice, Refund Voucher, assessment related portion, Notices u/s 142(1), 148, 143(2), list of non filers and various register like penalty register, Appeal register, Revision Register, Return Register & Audit registers. This has not been included in the past as it was never a separate project.

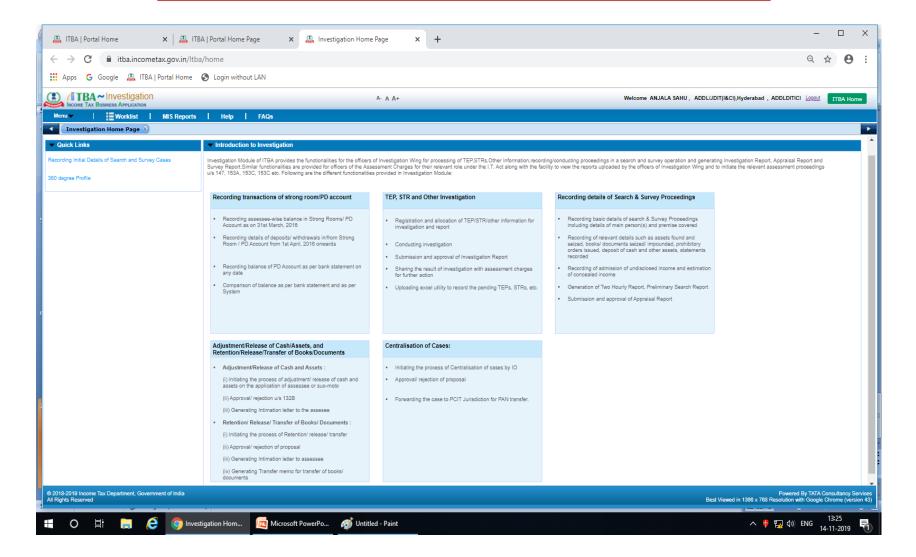
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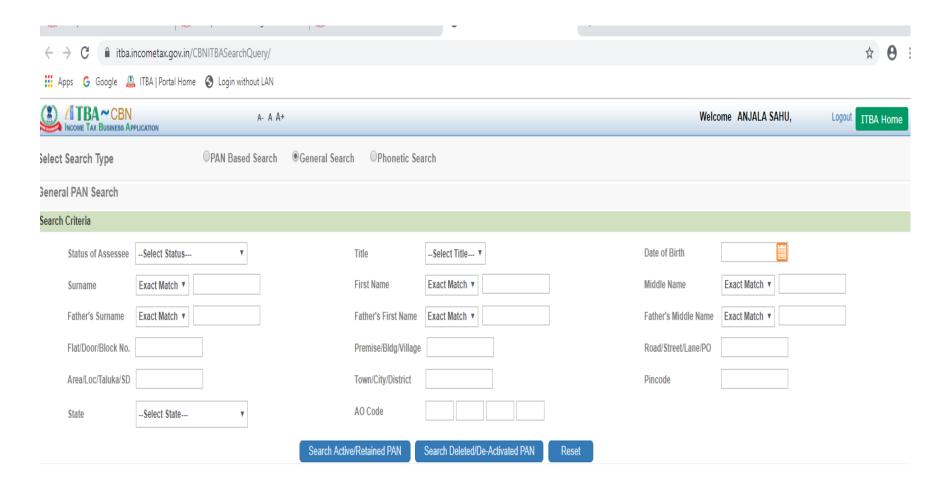
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INVESTIGATION MODULE



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