

Urgent  
BY FAX

F.No. 380/2/2014-IT(B)  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Direct Taxes

North Block, New Delhi,  
31<sup>st</sup> March 2014

To

All Chief Commissioners of Income Tax (CCA)

Subject:- Central Action Plan for the first Quarter i.e (April, 2014 to June 2014 ) of  
the F.Y. 2014-15-reg.

Sir/ Madam,

I am directed to forward herewith the Central Action Plan for the first Quarter  
of the F.Y. 2014-15 (copy enclosed). You are requested to circulate the same amongst  
all the Officers in your region for necessary action.

Yours faithfully,



(Sandeep Singh)

Under Secretary to the Govt. of India

Enclosed:

Copy to: The Database Cell for uploading on the web-site [www.irsofficeronline.gov.in](http://www.irsofficeronline.gov.in)

(Sandeep Singh)

Under Secretary to the Govt. of India

## Central Action Plan for first Quarter of the Year 2014-15

Key Result Area		Time frame(by)
<b>I. Assessment Units (including Central Charges, Int'l Taxation, TDS and Exemptions)</b>		
<b>A.</b>	<b>Correction of Demand</b>	
(a)	Verification and cleaning of disputed demand	30 <sup>th</sup> April
(b)	Giving credit for prepaid taxes, reflected in Form 26AS post processing	
(c)	Giving effect to appellate orders received up to 31 <sup>st</sup> March, 2014	
(d)	Disposal of rectification applications received up to 31 <sup>st</sup> March, 2014	
(e)	Verification and certification of demand in CPC FAS in cases where notices u/s 245 were issued by CPC before March 31, 2014	
(f)	Verification and certification of demand in CPC FAS in cases where notices u/s 245 were issued by CPC on or after April 1, 2014	
<b>B.</b>	<b>Surveys conducted upto March 31, 2014: Verification of impounded records, conducting post survey enquiries and submission of Final Survey Reports – Issue of notices u/s 143(2)/148</b>	31 <sup>st</sup> May
<b>C.</b>	<b>Audit – Follow-up</b>	
(a)	Commissioners to hold meeting in the month of April with the Accountant General for reconciliation, dropping / settlement of pending objections	30 <sup>th</sup> April
(b)	Settlement of 50% of Internal Audit Objections raised upto March 31, 2014	30 <sup>th</sup> June
<b>D.</b>	<b>Migration of PAN</b>	
<b>E.</b>	<b>Processing of paper returns brought forward on April 1, 2014</b>	
<b>F.</b>	<b>Recovery of demand raised in Jan-Mar quarter of 2014</b>	
<b>G.</b>	<b>Completion of brought forward set-aside assessments and assessments reopened u/s 147</b>	
<b>II. Central Charges : Decentralization of cases as per existing instructions</b>		31 <sup>st</sup> May
<b>III. International Taxation and Transfer Pricing</b>		
(a)	The officers in International Taxation to complete at least 20% of the verifications in 15CA cases brought forward as on April 1, 2014	30 <sup>th</sup> June
(b)	The TPOs to complete the searches of comparables	
<b>IV. CIT(Appeals) :</b>		30 <sup>th</sup> June
<b>V. Exemptions : Updating database of registered / exempted / approved entities under sections 12A, 10(23C), 80G etc.</b>		31 <sup>st</sup> May
<b>VI. Chief Commissioners and Commissioners</b>		
(a)	Monitoring of each task specified above and reporting of workload and performance	Monthly DOs
(b)	Submission of APARs for years upto 2013-2014 in respect of all categories of employees ,duly completed by the Reporting and Reviewing Officers [Addl. CsIT(HQ)(Admn) to ensure compliance]	30 <sup>th</sup> June
(c)	Disposal of all compounding applications pending as on April 1, 2014	
(d)	Reporting gist of 50 quality assessments completed during the F.Y.2013-2014 as per Central Action Plan, for each CCIT to Member (IT) with copy to Zonal Member – this will be source material for publication in 'Let-us-Share'	30 <sup>th</sup> April
(e)	Identification of 2 young officers / inspectors below the age of 35 years by each CIT / DIT as resource persons for training in relation to Systems related issues. – the CCsIT to communicate their names to the DGIT(Systems)	20 <sup>th</sup> April