

MOST IMMEDIATE  
BY FAX

**F.No. 380/1/2015-IT(B)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF REVENUE**  
**CENTRAL BOARD OF DIRECT TAXES**

North Block, New Delhi  
24<sup>th</sup> March, 2015

To

All Pr.CCIT/CCIT (CCA)

Subject: Central Action Plan for the First Quarter i.e. (April, 2015 to June, 2015) of the FY 2015-16 - regarding.

Madam/Sir,

I am directed to forward herewith the Central Action Plan for the First Quarter i.e. (April, 2015 to June, 2015) of the FY 2015-16. You are requested to circulate the same amongst all the officers in your region for necessary action

Yours faithfully

Encl: As above



(Sandeep Singh)

Under Secretary to the Govt. of India

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

## Interim Action Plan for the first Quarter of F.Y. 2015-16

<b>Key Result Area</b>		<b>Time frame (by)</b>
<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 March 31, 2015	
(d)	Disposal of rectification applications received up to March 31, 2015	15 <sup>th</sup> May
(e)	Verification and certification of demand in CPC FAS in cases where notices u/s 245 were issued by CPC before March 31,2015	31 <sup>st</sup> May
(f)	Verification and certification of demand in CPC FAS in cases where notices u/s 245 were issued by CPC on or after April1,2015	As per prescribed timeline
(g)	90% of the manual TDS demand of more than Rs. 1 lakh in metro stations and more than Rs.50,000/- in non-metro stations to be uploaded on the System.	30 <sup>th</sup> June
(h)	Verification and closure of 90% of short-payments of TDS with no unconsumed challan of more than Rs. 1 lakh in metro stations and more than Rs. 50,000/- in non-metro stations.	
(i)	Tagging of 90% of unconsumed challans of an amount of Rs.5 lakh and above in metro and above Rs.50,000/- in non-metro stations.	
<b>B.</b>	<b>Surveys conducted upto March 31, 2015:</b> Verification of impounded records, conducting post survey enquiries and submission of Final Survey Reports – Issue of notices u/s 143(2) /148	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 Major and 50% of Minor Internal Audit Objections separately, raised upto March 31, 2015	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, 2015</b>	
<b>F.</b>	<b>Recovery of demand raised in Jan-Mar quarter of 2015</b>	
<b>G.</b>	<b>Completion of brought forward set-aside assessments and assessments reopened u/s 147</b>	
<b>H.</b>	<b>Redressal of grievances</b>	
(a)	Grievances pending for more than 1 year as on 31.03.2015	30 <sup>th</sup> April
(b)	Grievances pending for more than 60 days as on 31.03.2015	7 <sup>th</sup> June
<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 verifications in 15CA cases as selected	30 <sup>th</sup> June
(b)	The TPOs to complete the searches of comparables	
<b>IV. CIT(Appeals):</b> Disposal of minimum 120 Units of old appeals starting from the oldest year to the year following that and so on		30 <sup>th</sup> June
<b>V. Exemptions :</b> Updating database of registered / exempted / approved entities under sections 12A, 10(23C), 80G etc.		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)	<b>Submission of APARs for years upto 2014-2015 in respect of all categories of employees, duly completed by the Reporting and Reviewing Officers [Addl. CsIT(HQ)(Admn) to ensure compliance]</b>	30 <sup>th</sup> June
(c)	Disposal of all compounding applications pending as on April 1, 2015	
(d)	Reporting gist of 50 quality assessments completed during the F.Y. 2014-2015 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