## F.No. 225/267/2015 ITA-II Government of India Ministry of Finance Department of Revenue

Central Board of Direct Taxes

North Block, New Delhi, the 10<sup>th</sup> February, 2017

To

Pr Chief Commissioners of Income-tax Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Mumbai

Sir/Madam,

Subject: - E-mail based communication for Paperless Assessment proceedings – review of performance– reg.

Please refer to the earlier communications of this Division dated 03.02.2016, 16.02.2016 & 27.07.2016 on the above subject.

- 2. The scheme for Paperless Assessment Proceedings is under implementation in seven metro cities namely Ahmedabad, Bengaluru, Chennai, Delhi, Mumbai, Hyderabad & Kolkata. As you are aware, the assessment proceedings in all cases selected under scrutiny are now to be conducted through e-mail based communications unless the taxpayer concerned himself desires to opt out of the Paperless Assessment Scheme.
- 3. Vide above referenced letter dated 16.02.2016, a format was prescribed for furnishing the progress report to CBDT on disposal of assessments pertaining to Paperless Assessments and it was requested that the monthly report should be send to Member(IT), CBDT with a copy marked to Zonal Member concerned by 7<sup>th</sup> of the next month. It has, however, been noticed that the reports are sent to Board much belatedly and that too, after many reminders.
- 4. As the matter is being monitored at the highest level, it is once again requested that the report regarding disposal of cases carried out in Paperless Assessment Mode be send timely, i.e. by 7<sup>th</sup> of the month next to the month reported upon. The earlier format has also been revised and is given in the attached enclosure. I am directed to request that the reports for the month of January, 2017 onwards should be send in the **revised format only**.
- 5. The above is for strict compliance. It is once again requested to abide by the time-line for sending the report.

This issues with the approval of Member(IT), CBDT

Enclosed: As above

(Neeraj Gupta) DCIT(OSD)(ITA-II),CBDT

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Copy to: - All Members of CBDT

## Statistical information regarding disposal of Scrutiny Assessment –

	Pr.CIT Charge
T.B.	No. of e- No. of assessment cases cases as at selected for the beginning of the month month
T.B.	No. of e- No. of assessment cases cases as at selected for the scrutiny beginning the month month
T.B.	e-sment able g
T.B.	Cases taken out for non-e- assessment mode on request of assessee
T.B. T.B.	Cases Cases Cases Cases Cases Cases Cases Cases Balance cases for non-e- for non-e- assessment request of the assessing officer after recording reasons Cases Balance cases ca
T.B. T.B.	Balance cases available for e-assessment (D-E-F)
T.B. Non T.B.	H I Disposal Cumulat out of (G) disposal during during t month Financia Year
T.B. Non T.B. Non T.B. T.B.	Cumulative disposal during this Financial Year
T.B. Non T.B.	
	Pending e- Self-appraisal on assessment performance in e-cases as at assess. disposal by the end of Pr.CIT. Give this month reasons for low performance, if applicable