



आयकर निदेशालय (संगठन एवं प्रबंधन)
Directorate of Income Tax
(Organisation & Management Services)
पूर्वी खण्ड-2, तल संख्या-5, विवेकानन्द मार्ग,
East Block-II, Level-V, Vivekanand Marg,
आर. के. पुरम, नई दिल्ली-110066
R. K. Puram, New Delhi-110066

F.No.11/01/2015-16/MIS/DOMS/299 70318

Dated :- 9th June, 2015

To,

The Pr. Chief Commissioner of Income Tax (Mumbai)
Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chennai/Chandhigarh/
Delhi/Guwahati/Hyderabad/Jaipur/Kanpur/Kolkata/Kochi/Lucknow/
Mumbai/Pune/Patna/Nagpur/International Taxation

Subject: Online submission of CAP-I report from the month of June, 2015 due by 7th July, 2015- reg.

Sir/Madam,

Kindly refer to the above.

The field formations are required to submit the CAP-I report regularly by 7th of following month. This report is to be submitted online on itaxnet.

During past, DOMS has been stepping in to compile it offline by incorporating the reports which could not be uploaded on itaxnet due to some technical issues. Now it has been ascertained from the Directorate of Systems that when ever any problem is reported, the same is resolved by them with in 24 working hours of lodging of complaint.

Accordingly, it has been decided that from the month of June onwards this report has to be compulsorily uploaded on itaxnet. No offline submission of report either through fax, post or email will be accepted and such reports will be treated as reports not received. Therefore, I am directed to request to kindly ensure that the CAP-I reports are uploaded on itaxnet on or before 7th July, 2015 i.e. the due date for the month of June, 2015 and onwards.

In case there is any difficulty in uploading CAP-I report on itaxnet, a complaint may be lodged with CODESK and in case the problem is not resolved within 24 hours, Shri H. C. Singh, DDIT(Systems), Directorate of Income-tax(Systems) may be contacted at 0120-2770133 (Mobile-9013854020) (e-mail address adit.harish@gmail.com) for resolving the problem. It is also requested that necessary instructions/directions in this regard may kindly be issued to all the officers under your administrative control.

Yours faithfully,

(Suniti Srivastava)

Addl. Director General of Income Tax (O&MS)
New Delhi