



**Office of the  
Principal Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana,**  
10<sup>th</sup> Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,  
Tel. No. 040 – 23425474 , Fax 23241427 Fax:040 23240403

F. No. Pr.CCIT/CCAP/Estt/RTI/2021-22

Date: 08.07.2021

To  
All the Heads of Offices & the all CPIO's

Sir/Madam,

Sub: Application filed under the RTI Act, 2005 – Shri Banarasi Singh, Street.No.1,  
Haibowal Khurd, Ludhiana-141001 – Reg.

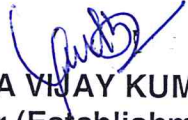
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Please refer to the above.

Shri Banarasi Singh, Street.No.1, Haibowal Khurd, Ludhiana-141001 filed a RTI application seeking certain required information under the Right to Information Act,2005 which is received in this office.

2. The copy of RTI application as referred above is attached as annexure to this letter. As information sought is likely to be available with the Heads of the respective offices, the above information asked at sls **6,9,10,11,17,25 and 26** may be directly given to the applicant as per provisions/ statutes of RTI Act, 2005 under intimation to AO(Estt) & CPIO, O/o Pr.CCIT, Hyderabad.

Yours faithfully,

  
(GEETHA VIJAY KUMAR)  
Administrative Officer (Establishment)  
O/o Pr.CCIT (CCA) AP & Telangana

**Copy to:**

Shri Banarasi Singh,  
Street.No.1, Haibowal Khurd,  
Ludhiana-141001

## RTI REQUEST DETAILS

<b>Registration No. :</b>	DGITH/R/T/21/00412	<b>Date of Receipt :</b>	17/04/2021
<b>Transferred From :</b>	Central Board of Direct Taxes on 17/04/2021 With Reference Number : CBODT/R/E/21/00778		
<b>Remarks :</b>	Matter pertains to this department.		
<b>Type of Receipt :</b>	Electronically Transferred from Other Public Authority	<b>Language of Request :</b>	English
<b>Name :</b>	Banarasi Singh	<b>Gender :</b>	Male
<b>Address :</b>	1348/29/5 Streert. No. 1, haibowal Khurd, Ludhiana, Pin:141001		
<b>State :</b>	Punjab	<b>Country :</b>	India
<b>Phone No. :</b>	Details not provided	<b>Mobile No. :</b>	+91-9468400589
<b>Email :</b>	singhbanarasi1@gmail.com		
<b>Status(Rural/Urban) :</b>	Urban	<b>Education Status :</b>	
<b>Letter No. :</b>	Details not provided	<b>Letter Date :</b>	Details not provided
<b>Is Requester Below Poverty Line ? :</b>	No	<b>Citizenship Status :</b>	Indian
<b>Amount Paid :</b>	0 (RTI fee is received by Central Board of Direct Taxes (original recipient) )	<b>Mode of Payment :</b>	Payment Gateway
<b>Does it concern the life or Liberty of a Person ? :</b>	No(Normal)	<b>Request Pertains to :</b>	
<b>Information Sought :</b>	Please supply the information under Right to Information Act, 2005 as per application attached as pdf file. Further, supply the information under Right to Information Act, 2005 only through electronic mode on my Email Id. i.e. singhbanarasi1@gmail.com		
<b>Original RTI Text :</b>	Please supply the information under Right to Information Act, 2005 as per application attached as pdf file. Further, supply the information under Right to Information Act, 2005 only through electronic mode on my Email Id. i.e. singhbanarasi1@gmail.com		
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			

Please supply the specific and point wise information under Right to Information Act, 2005, related to the Outsourced Data Entry Operators (hereinafter DEOs) on contract basis engaged in the Income Tax Offices, on the following points:

1. Who is the Competent/Designated Authority for giving approval for engaging/outsourcing the Data Entry Operator in the Income Tax Department?
2. Please provide the copy of Circulars, Orders and Approval Letters vide which the permission for outsourcing the DEOs in the Income Tax Offices has been granted by the Central Government, Central Board of Direct Taxes or any other Authority/Institution competent in this regard.
3. Whether the Payments to DEOs are made by the department for the work done on daily basis or on Data Entry Basis?
4. If the payments to DEOs are made by the department for the work done on daily basis, please provide Circulars/notifications/letters issued by the competent authority for payment to DEOs on daily basis and not on Data Entry Basis.
5. What is the standard operating procedure for selection of DEOs for engagement in the Income Tax Offices?
6. Are there any Criteria, Minimum Educational Qualification or anything else which is followed by the department at the time of engaging/outsourcing the DEOs in the Income Tax Department?  
(a) If yes, what is the Criteria and Minimum Educational Qualification for engagement in Income Tax Offices.
7. Whether there is any prescribed limit for engaging maximum no. of outsourced DEOs under every charge of Pr. CIT/CTT of the Department or there is no limit for engaging the DEOs?
8. Details of Procedure by which the officers submit demand/requirement for DEOs before Competent Authorities after estimating the works which has to be get completed by DEOs.
9. Is request for DEOs are made in writing by the way of request letters by the officers to the competent authorities?
10. How the attendance of DEOs is maintained and which system of their attendance is followed in income tax offices working under your charge?
11. Is there any Mechanism in Income Tax Department for Monitoring/Review/Inspection/Audit to verify the genuineness of payments made to DEOs for works done by him/her and to prevent any possibility of making excess payments to DEOs?  
(a) If yes, who is the Designated Authority/Officer who Reviews/Inspects/Audit the works done by the DEOs and their payments.  
(b) If No, who is responsible for such excess payments as made without any proper monitoring of payments which increases the burden on public exchequer.
12. Please provide the details of present role of DEOs in ReAC Units and Residual Units and for what kind of works the DEOs are being outsourced after implementation of Faceless Assessment Scheme in the Income Tax Department.
13. Are the DEOs being outsourced in the Department for engaging them in Faceless Assessment Units even after implementation of Faceless Assessment Scheme in the Income Tax Department? If yes, what kind/nature of works are done/completed by the DEOs Faceless Assessment Units?
14. Are the DEOs being outsourced in the Department for engaging them in Verification Units even after implementation of Faceless Assessment Scheme in the Income Tax Department? If yes, what kind/nature of works are done/completed by the DEOs in Verification Units?
15. Are the DEOs being outsourced in the Department for engaging them in Review Units even after implementation of Faceless Assessment Scheme in the Income Tax Department? If yes, what kind/nature of works are done/completed by the DEOs in Review Units?



Please provide the copy of Circulars, Orders and Approval Letters vide which the permission for outsourcing the DEOs in ReAC Units/Charges has been granted by the Central Government, Central Board of Direct Taxes or any other authority/institution competent in this regard after implementation of Faceless Assessment Scheme in the Income Tax Department.

17. Are the DEOs being outsourced in the Department for engaging them in Residual/Jurisdictional units after implementation of Faceless Assessment Scheme in the Income Tax Department? If yes, what kind/nature of works are done/completed by the DEOs in Residual/Jurisdictional units?
18. Please provide the copy of Circulars, Orders and Approval Letters vide which the permission for outsourcing the DEOs in Residual/Jurisdictional Units/Charges has been granted by the Central Government, Central Board of Direct Taxes or any other institution competent in this regard after implementation of Faceless Assessment Scheme in the Income Tax Department.
19. Are the DEOs are outsourced in the income tax offices for assistance of officers or for assistance of officer as well as staffs?
20. For what nature of works the DEOs are engaged in the department after implementation of Faceless Assessment Scheme in the Income Tax Department?
21. Is there any provision in the Department that the Duties of the Income Tax Inspectors, Sr. Tax Assistants and Tax Assistants may be assigned to the Outsourced DEOs?
22. Is there any provision in the Department that the works related to record keeping may be assigned to Outsourced DEOs in the offices where record keepers are posted or not posted?
23. Is there any provision in the Department that the works of receipt and dispatch of letters may be assigned to Outsourced DEOs in the offices where record keepers are posted or not posted?
24. Are the DEOs responsible any way for non-completion of works of time barring nature?
25. Have the Certificates of Police verification / criminal verification of DEOs been submitted by the contractors to the competent authorities at the time of agreements with the Income Tax Offices or at the time of supply of DEOs as is undertaken at the time of appointment of any government employee in the department?
  - (a) If no, who will be responsible in the case of any undesired incident occur in the income tax offices in which such DEOs are found involved due to their criminal backgrounds?
26. Is any kind of appraisal reports/records of the Outsourced DEOs maintained by the income tax offices keeping in view their behaviour, integrity, efficiency, punctuality, performance e.t.c. as is maintained in case of any government employee?

Please supply the above information under Right to Information Act, 2005 only through electronic mode on my Email Id. i.e. singhbanaras1@gmail.com