



आयकरनिदेशालय (पद्धति)  
DIRECTORATE OF INCOME TAX (SYSTEMS)  
ए. आर. ए. सेंटर, भूमितल, ई-2 झंडेवालान  
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,  
नईदिल्ली /New Delhi-110055

**F. No. Pr. DGIT(S)/VC/2019-20/**

**Dated: 29.11.2019**

To

All the Pr. CCsIT,

**Subject: Completion of the assessment in a time bound manner- reg.**

Please refer to the above.

As is clear from the assessment related statistics published today, the rate of disposal of assessments needs to improve in order to meet the target of completion of the time barring cases by the 3<sup>rd</sup> week of December. One alarming feature is the high percentage of dry runs pending for which no plausible explanation is forthcoming in the weekly VCs. This dry run exercise takes only a few minutes and greatly helps the CPC in expediting the computation and accounting process. To enable the supervisory officers at all levels in the identification of areas for better focus, the Systems Directorate has circulated the following documents recently:-

- (i) Step by step access to MIS – This will enable the supervisory officers to generate their own assessment related statics and take corrective measures.
- (ii) Pro-active actions initiated by ITBA with suggested actions for AO to expedite the accounting process.
- (iii) Minutes of the VC held every Monday containing the gist of the discussions on assessment related issues.
- (iv) FAQ dated on 29/11/2019 issued by CPC-ITR, Bengaluru
- (v) FAQ issued by ITBA  
(the documents mentioned in Sr. No. i to iii have already been circulated and documents at iv and v are enclosed)

The computation and accounting process at CPC is also working smoothly as indicated by the summary on 27.11.2019 as below:-

**Accounting and Computation Summary for 27<sup>th</sup> Nov' 19:-**

Particulars	Unique Computation Received	Accounting
No of cases Received for the day	21,813	4,996
No of cases completed for the day	21,806	4,972
No of Cases Pending /Failed /Hold/Inprogress for the day	7	24

Special team headed by Sh. Shravan Meena, Additional commissioner at Vaishali has been created to improve the quality and speed of resolution of tickets raised by the AO.

In these circumstances, you are requested to take necessary steps to ensure that atleast 50% of the cases are completed by the end of this month.

*S. K. Dash*  
(S. K. Dash) 29.11.2019

Pr. Director General of Income Tax (Systems)

Encl:  
As above

Copy To:

- (i) The PS to Chairman, CBDT.
- (ii) PS to all members CBDT.
- (iii) All PCCIT/CCIT
- (iv) All CIT (Admin&TPS).
- (v) All ADG/CIT in the systems directorate.
- (vi) JD(systems) and DD(systems) under CIT (Admin&TPS)

*S. K. Dash*  
(S. K. Dash) 29.11.2019.

Pr. Director General of Income Tax (Systems)

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