



**Office of the
Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana.**

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F.No. Pr. CCIT/Estt/Hyd/Award Scheme/2019-20

Date: 06/03 /2020

To

All the Heads of Department/Offices,
Income Tax Department,
Andhra Pradesh & Telangana Region.

Sir/Madam,

Sub: Monthly Award Scheme for best performing Officers/Officials, AP & TS Region - Reg.

In pursuance to communication received from Board, it has been decided to continue with the Award Scheme for best performing Officers/Official or group of Officers/Officials every month under the following categories:

- (i) Investigator of the month
- (ii) Revenue Collector of the month
- (iii) Administrator of the month
- (iv) Auditor of the month, and
- (vi) Innovator of the month.

2.0 It is to inform that selection of '**Revenue Collector of the month**' may be considered immediately from the month of **January 2020**, and all **other categories from April 2020**. Accordingly, all the Heads of Department / Offices, Andhra Pradesh & Telangana Region, are requested to forward the nominations of Officers/Officials or group of Officers/Officials to this Office latest by the 7th of every month. Entries for nomination may also be sent by e-mail to hyderabad.cit.admin.tps@incometax.gov.in. All the nominations received within the specified period will be scrutinized and selected by the regional Committee of Commissioners with the approval of the Pr. CCIT, AP & TS. Nomination Criteria, Eligibility and Procedure are enclosed herewith as per the Annexure.

3.0 It is also to inform that out of the Officers/Officials or group of Officers/Officials selected for the Award each month, the Committee will also select '*Best Performer of the Year*' in the above mentioned categories, and they will be felicitated on the Income Tax Day. Out of the Best Performers of the Year, '*Best Performer of the Zones*' in each category will be further identified, and they will be felicitated at the National Level on the Income Tax Day and their names and photos will also be displayed year-wise at 'Wall of fame' in National Income Tax Archive or at a prominent place at NADT and their works will be documented for training purpose.

Yours faithfully,

(PEEYUSH SONKAR)

Commissioner of Income Tax
(Admn. & TPS),

O/o Pr. CCIT. A.P. & Telangana.

Encl: As above

ANNEXURE

A. NOMINATION CRITERIA

(a) Investigator of the Month

- (i) Quantum of addition to Income shown in the return should be at least Rs. 1.00 lakh or any outstanding investigation undertaken by the Officer(s)/Officials(s) with proper drafting and marshalling of facts.
- (ii) Quality of investigation, efforts put up by the Officer(s)/Official(s) in detection of concealment or innovative ways of undertaking timely investigation.
- (iii) Identification of unique *modus operandi* or exposing organized scam or large-scale tax evasion.
- (iv) Any Quality Order of the Assessing Officer/Range Head /CIT(A)/ CIT/Pr.CIT / CCIT or Pr.CCIT confirmed by the High Court or the Supreme Court and received during the month (even if the officer has been transferred out of Region).
- (v) Any effective representation made by any Officer including CIT(DR) and Senior DR before any Appellate Authority / Tribunals / Courts / Commissions, etc, resulting in confirmation of the additions or passing of quality orders by DRPs.
- (vi) Effective coordination with any Enforcement Agency / Court / Authority, leading to detection of large-scale tax evasion or coordination with Courts / Counsels for obtaining conviction in courts.
- (vii) Any other outstanding investigation in related matter.

(b) Revenue Collector of the Month

- (i) Efforts made for Cash Collection out of current or arrear demand or tax collection consequent to search or survey etc.
- (ii) Auction or collection of arrear demand or arrest by TRO or any other officer taking proactive measure for collection.
- (iii) Any innovative step taken to augment collection assessment, TDS, Exemptions, International Taxation, etc.
- (iv) Any proactive measure resulting in higher collection.

(c) Administrator of the Month

- (i) Staff welfare activities by any Officer/Official or infrastructure related works.
- (ii) Initiative taken under Swachhta Abhiyan or for beautification of Office or for better record management.
- (iii) Steps taken for better Tax Payer Services or redressal of grievances.
- (iv) Organizing Tax Awareness Programmes, Outreach Programmes for taxpayer education by Officers / Staff of the field, NADT, or DTRTIs and related media advertisements, etc.
- (v) Any effective help/assistance in Systems related matters or any other matter, related to expansion of Tax Payers' base.
- (vi) Any other innovative work related to above.

(d) Auditor of the Month

- (i) Number of audit objections raised by Internal Audit Officer / nodal Officer of Audit Team which are accepted by field officers.
- (ii) Quality of audit objections or quality vetting by Review Committee ReAC/NeAC on point of law, facts and mixed issues.
- (iii) Number of error free audit of the files, where Revenue Audit is not able to detect mistakes after completion of Internal Audit / Review.
- (iv) Initiative for settlement of arrear Revenue / Internal Audit objections by the Officer / Official concerned.
- (v) Coordination with C & AC for prompt settlement of Revenue Audit Objections.
- (vi) Any other outstanding work related to the above.

(e) Innovator of the Month

- (i) Any innovative work done by any officer or staff to bring 'Systemic Change' within the office or outside for improving efficiency or for creating better office environment or work culture.
- (ii) Any positive or proactive measure or social activity benefitting large section of the society or section of taxpayers / stakeholders.
- (iii) Any other intellectual article / research paper in or outside the work area / any creative, literary or cultural or environmental work to trigger a positive atmosphere in office or outside.

B. ELIGIBILITY

- (i) Any Officer/Official upto the rank of Pr. CCIT will be eligible for the selection under aforementioned categories for their outstanding work or innovative approach.
- (ii) The Officers/Officials posted in the Directorates shall also be eligible to be considered in the respective regions where they are located.

C. NOMINATION PROCEDURE

- (i) The nomination may be sent either by the Officer/Official by way of self-nomination or by the Range Head or Pr. CIT concerned before 7th day of the succeeding month starting from January, 2020. The selection / nomination for a particular month would be decided by the Committee on or before 14th of the immediate succeeding month. For example, for the month of February, it would be decided by 14th of March.
- (ii) Any Officer or Official can also send self-nomination for his outstanding or innovative work done during the month.
- (iii) If the order passed by any Court or Apex Court or High Court is received in the month, upholding the order of the Officer/Official, then that Officer/Official shall be nominated (even if that Officer is transferred out of the region).
- (iv) The Committee shall also have the power/right/privilege to nominate any Officer / Official.