



कार्यालय प्रधान मुख्य आयकर आयुक्त,  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
दसवीं तल, आयकर शिखर / 10<sup>th</sup> Floor, Income Tax Towers,  
ए.सी. गार्ड्स, हैदराबाद / AC Guards, Hyderabad - 500 004.  
टेलि.नं./Tel. No. 040 - 23425474, फैक्स /Fax 040-23241427

F. No. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date: 05.10.2023

**CIRCULAR**

**Sub:** Updation of Manual of Office Procedure (MOP) 2019- Calling for Inputs -Reg.

**Ref:** Letter from ADG(TPS-II& Recovery), CBDT, New Delhi in F.No.DIT(R)/Misc./2023-24/162 dated 10/10/2023.

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Kindly refer to the above.

2. I am directed to forward herewith letter received from ADG(TPS-II & Recovery) regarding Updation of Manual of Office Procedure (MOP) 2019. In this connection, I am also directed to request you to submit necessary inputs if any for necessary modification to Chapter-26(i.e Recovery) and Chapter-27( i.e Write off and scaling) of MOP 2019 post faceless assessment regime, on priority basis.

  
(THAMBA MAHENDRA)

Dy. Commissioner of Income Tax,  
(HQrs)(Admin),  
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To  
All the Heads of Offices, AP & Telangana Region.  
To be uploaded on the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)

Subject: **Fwd: Updation of Manual of Office Procedure (MOP) 2019-regarding.**  
To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp

26488

MOP.pdf (3.9MB)

Date: 10/12/23 05:06 PM  
From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>



----- Original Message -----

From: "**delhi.dit.recovery**" <delhi.dit.recovery@incometax.gov.in>  
Date: Oct 12, 2023 3:56:54 PM

Subject: Updation of Manual of Office Procedure (MOP) 2019-regarding.

To: "delhi.pccit" <delhi.pccit@incometax.gov.in>, "mumbai.pccit" <mumbai.pccit@incometax.gov.in>, "Delhi.pccit" <Delhi.pccit.it@incometax.gov.in>, ahmedabad.pccit <ahmedabad.pccit@incometax.gov.in>, "bangalore.pccit" <bangalore.pccit@incometax.gov.in>, "bhubaneswar.pccit" <bhubaneswar.pccit@incometax.gov.in>, "bhopal.pccit" <bhopal.pccit@incometax.gov.in>, "Chandigarh Principal CCIT, Chandigarh" <Chandigarh.pccit@incometax.gov.in>, "chennai.pccit" <chennai.pccit@incometax.gov.in>, "ccit.guwahati" <ccit.guwahati@incometax.gov.in>, "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>, "jaipur.pccit" <jaipur.pccit@incometax.gov.in>, "kanpur.pccit" <kanpur.pccit@incometax.gov.in>, "kochi.pccit" <kochi.pccit@incometax.gov.in>, "lucknow.pccit" <lucknow.pccit@incometax.gov.in>, "nagpur.pccit" <nagpur.pccit@incometax.gov.in>, "pune.pccit" <pune.pccit@incometax.gov.in>, "patna.pccit" <patna.pccit@incometax.gov.in>, "kolkata.pccit" <kolkata.pccit@incometax.gov.in>

Respected Sir/Madam,  
Kind attention: CIT(Admin & TPS)

*CIT (Admin)*

Sub: Updation of Manual of Office Procedure(MOP) 2019 regarding.

With reference to the above captioned subject, I am directed to request you to submit necessary input if any for necessary modification to Chapter-26 (ie. Recovery) and Chapter 27 (ie. Write off and sealing) of MOP 2019 post faceless assessment regime adopted by the Department as per announcement made by the Hon'ble Prime Minister on 13<sup>th</sup> August 2020.

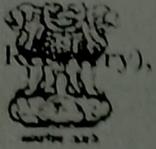
The desired inputs may be submitted on priority basis.

With high regards.

**(Ran Singh)**

A.D.G(TPS-II & Recovery)

*Ran Singh*



Office of The Additional Director General of Income Tax (TPS-II &

Ministry of Finance, Govt. of India, 5<sup>th</sup> Floor, Mayur Bhawan,  
Connaught Place, New Delhi-110001

F. No. DIT(R)/Misc./2023-24/162

Dated: 10/10/2023  
Reminder

To,  
The All Pr. Chief Commissioner of Income Tax.

Sir/Madam,

Sub: Updation of Manual of Office Procedure (MOP) 2019-regarding  
Ref: F No. DIT(R)/Misc./2023-24/67 dt. 06/06/2023

With reference to the above captioned subject and the above referred letter, I am directed to request you to submit the necessary inputs if any for necessary modification to Chapter-26 (ie. Recovery) and Chapter-27 (ie. Write off and scaling) of MOP 2019 post faceless assessment regime adopted by the Department as per announcement made by the Hon'ble Prime Minister on 13<sup>th</sup> August 2020.

The desired inputs may be submitted on priority basis.

Your faithfully

(Ran Singh)

A.D.G.(TPS-II & Recovery)