



Manual of Office Procedure for Directorate of Income Tax (Organisation and Management Services) 2024

**DIRECTORATE OF INCOME TAX
(ORGANISATION & MANAGEMENT SERVICES)**

**CENTRAL BOARD OF DIRECT TAXES
DEPARTMENT OF REVENUE
GOVERNMENT OF INDIA**



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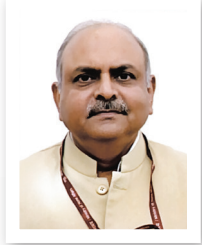
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रवि अग्रवाल, भा. रा. से.
अध्यक्ष, सी.बी.डी.टी

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Chairman, CBDT



सत्यमेव जयते

भारत सरकार
Government of India

विशेष सचिव
वित्त मंत्रालय/राजस्व विभाग
केन्द्रीय प्रत्यक्ष कर बोर्ड
Special Secretary
Ministry of Finance / Department of Revenue
Central Board of Direct Taxes

MESSAGE

The revised Manual of Office Procedure published in 2019 provided a framework for carrying out various operations in the Income Tax Department. Since its release, the department has undergone substantial transformation with a renewed focus on taxpayer services through enhanced digitalisation of processes and elimination of face to face interactions in the assessment and appellate proceedings.

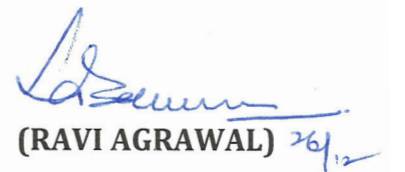
In view of these advancements, the department decided to undertake a comprehensive review of its organizational structure and processes. To steer this initiative, a committee was constituted with the objective of redefining, realigning, and reassigning roles at all levels within different verticals of the department.

Following the report submitted by the Committee, to provide clear guidance, ensure consistency and transparency, and to have standard operating procedures for functionaries at different levels, separate Manuals of Office Procedure are being published for different verticals.

I compliment the committee for conducting an extensive research and preparing a comprehensive report. I also compliment the heads of each vertical of the Department for ensuring wholehearted participation in this exercise of creation of dedicated, vertical-specific Manuals.

Entire team of the Directorate of Organisation & Management Service (DOMS) also deserves appreciation for painstakingly co-ordinating with each vertical of the Department and bringing this task to a fruitful conclusion.

It is expected that these vertical-specific Manuals outlining the roles and responsibilities at each level will ensure clarity in operations, and serve as a useful tool in enhancing the efficiency, productivity, and overall functioning of the Department.


(RAVI AGRAWAL) 26/12



FOREWORD

The functions of Income Tax Department have diversified and increased multifold over the last decade. For being responsive and adaptive to the changing business environment, complex and novel business structures, new technological development and accelerated globalisation, it is imperative that policies and operating procedures of the department are constantly reviewed. It is also important that the structure and functions of the Department are aligned with the latest developments and the contemporary realities. A need was therefore felt to delineate the role and functions in a granular manner at all levels in the Department.

2. A Committee was accordingly constituted on 27.07.2022 by the Board to enumerate the roles and functions of the officers and officials working at different levels, analyse the new functions of each position, and redefine, realign and reassign the roles of each position in the Department. Inputs were sought from the field formations, attached Directorates, employee associations before the Committee finalized and submitted its report on 10.11.2023. The report was circulated to different verticals of the department for drafting and finalization of a separate Manual of Office Procedure at their end.
3. Manual of Office Procedure for the Directorate of Income-tax (O&MS) is part of the series of such manuals to be released for different verticals.
4. The accomplishment of this task would not have been possible without the sincere efforts of the members of the Committee who were tasked with the responsibility of submitting their recommendations on redefining Roles and Functions of all levels in the Department. Officers of Directorate of Income-tax (DOMS) deserve appreciation for their efforts in finalization of this Manual.
5. It is expected that the manual would enhance the standards and efficiency of the department and help the employees at different levels in discharging their functions in a more meaningful manner.



प्रवीण कुमार, भा.रा.से.

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Principal Director General of Income Tax

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Preface

It gives me immense pleasure to present the Manuals of Office Procedure 2024 which are being published separately for different verticals of the Department.

These MOPs are designed to describe the broad tasks being performed, and to delineate the roles and functions of all levels in a granular manner, in each vertical of the Department.

I express my sincere thanks to all the concerned Directorates and offices for their contribution in the whole exercise, and urge them to sensitise each and every official working in different verticals to make use of these manuals.

I extend my heartiest congratulations to the officers of the Directorate of Organization and Management Services for their sincere efforts and hard work in preparation of these manuals.

(Prawnin Kumar)

DIRECTORATE OF INCOME TAX

(ORGANISATION AND MANAGEMENT SERVICES)

1. Introduction

1.1 The Directorate of Income Tax (Organisation & Management Services) [DIT(O&MS)], is headed by Pr. ADG/ADG. It came into existence in the year 1972 on the recommendations of Direct Taxes Enquiry Committee (Wanchoo Committee). It started functioning in April 1973. This Directorate is an attached office of the Board and assumes significant importance as it is to function as an internal management consultant to the CBDT on organisation and management studies.

1.2 Broad functions

- (i) To act as internal management consultant to the CBDT.
- (ii) To conduct and supervise Organisation and Management Studies and any other studies assigned by the CBDT.
- (iii) Nodal Office for executing the Young Professional Scheme for CsIT (DR) of ITAT.
- (iv) Updation of Manual of Office Procedure (MOP).
- (v) Monitoring of implementation of e-office across various offices in Income Tax Department.
- (vi) Work related to the Vision Document.
- (vii) Monitoring the working of Local Committees constituted under Pr. CCsIT Regions for addressing grievances filed against high-pitched assessments.
- (viii) Work related to setting up of Aaykar Seva Kendras across the country.
- (ix) Work related to retrofitting of Aaykar Seva Kendras so as to make accessible to differently abled.
- (x) Nodal Office for Swachhata Action Plan.

2. Role of Principal Director General of Income Tax (Pr. DGIT) (Admin & TPS)

The officers of DIT(O&MS) report to Principal Director General of Income Tax (Pr. DGIT) (Admin & TPS). The Pr. Director General of Income Tax (Admin & TPS) monitors and supervises the duties and functions performed by the DIT(O&MS).

3. Roles of different levels in the Directorate

3.1 Role of Pr. Additional Director General/ Additional Director General (Pr. ADG/ADG)

3.1.1 Technical Functions

- (i) To monitor the work of Directorate as internal management consultant to the CBDT.
- (ii) To monitor the work of conducting and supervising Organisation and Management Studies.
- (iii) To monitor the execution and working of Young Professional scheme for CsIT (DR) of ITAT.
- (iv) To monitor updation of Manual of Office Procedure (MOP).
- (v) To monitor the work of implementation of e-office in offices of the Department.
- (vi) To monitor the work related to the Vision Document.
- (vii) To monitor the working of Local Committees constituted under Pr.CCsIT Regions, for addressing grievances filed against high-pitched assessments.
- (viii) To monitor work related to setting up of Aaykar Seva Kendras across the country.
- (ix) To monitor work related to retrofitting of Aaykar Seva Kendras so as to make accessible to differently abled.
- (x) To monitor the work of Swachhata Action Plan.
- (xi) To monitor the implementation of directions provided by CBDT.

3.1.2 Administrative Functions

- (i) Supervision and monitoring of all work related to administration including management of work of independent Administration and Budget Controlling Authority.
- (ii) Administrative work related to transfer within the DIT(O&MS).
- (iii) Supervision and monitoring of the all functions of Drawing and Disbursing Officer (DDO) for gazetted and non-gazetted personnel of the Directorate.
- (iv) Matters pertaining to leave of staff and officers.
- (v) Supervision and monitoring of all the matters related to record management like preparation of pay bills, TA bills, contingent bills, bills of various advances,

bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.

- (vi) To monitor matter related to maintenance of guard files regarding circulars, issue of CGHS/ identity cards, issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (vii) To monitor work of annual physical verification of stock taking, stationery, CCS (Conduct) Rules and immovable property returns.
- (viii) To monitor work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate, preparation of all schedules and statements for recovery of loans and advances.
- (ix) Supervision and monitoring of all the work related to maintenance of service books, stock register, leave register, asset register.
- (x) Verification of service particulars in APARs of officers and staff.
- (xi) Supervision and monitoring of preparation of pension and other retirement related papers and forwarding thereof.
- (xii) Getting APARs of staff members written and countersigned in time.
- (xiii) To monitor purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xiv) To monitor dealing with establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay.
- (xv) Sanction of advances.
- (xvi) To monitor maintenance of office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- (xvii) To monitor functions related to GeM, PFMS and e-Bhavishya.
- (xviii) To monitor calculation & deduction of Income-tax.
- (xix) To monitor preparation of expenditure budget.
- (xx) To monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.

- (xxi) To monitor the binding of service books, registers.
- (xxii) To monitor all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register.

3.2 Role of Additional Director of Income Tax/ Joint Director of Income Tax (Addl. DIT/Jt. DIT)

3.2.1 Technical Functions

- (i) To assist the Pr. ADG/ADG (O&MS) in discharging various duties & functions assigned by Pr. ADG/ADG (O&MS).
- (ii) Supervision of all technical works/study done by DDsIT/ADsIT.
- (iii) New studies or projects as assigned by the Pr. ADG/ADG or higher authorities.
- (iv) Monitoring of Young Professional scheme for CsIT (DR), ASK Centres, Vision Document, Vision DOMS.
- (v) Parliament Questions.
- (vi) Rajbhasha matters.
- (vii) Examination of new studies/projects, submitted by the DDsIT.
- (viii) Updation of Manual of Office Procedure (MOP).
- (ix) Monitoring the working of Local Committees constituted under Pr.CCsIT Regions, for addressing grievances filed against high-pitched assessments.
- (x) To work as First Appellate Authority for RTI matters.
- (xi) Sending monthly DO letter to Pr. ADG/ ADG (O&MS) in respect of work being handled at his level.
- (xii) Any other work assigned by the Pr. ADG/ ADG (O&MS) or his/her superior officers.

3.2.2 Administrative Functions

- (i) To assist the Pr. ADG/ ADG (O&MS) in discharging various duties & functions assigned by Pr. ADG/ADG(O&MS).
- (ii) Matters related to general administration of the office.
- (iii) Chairman of the Purchase Committee.

- (iv) To assist Pr. ADG/ADG in transfer and posting of the officers/officials posted in DIT(O&MS).
- (v) To assist Pr. ADG/ADG in monitoring all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- (vi) Matters pertaining to leave of staff and officers.
- (vii) To assist Pr. ADG/ADG in monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.
- (viii) Supervision and monitoring of binding of service books and registers.
- (ix) To assist Pr. ADG/ADG in monitoring all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts and telephone register.
- (x) To assist Pr. ADG/ADG in monitoring all the matters related to record management like preparation of pay bills, TA bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- (xi) Assisting in the issue of CGHS/ identity cards.
- (xii) To assist Pr. ADG/ADG in monitoring all the matters related to issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xiii) To assist Pr. ADG/ADG in monitor work of annual physical verification and stock taking of records and stationery.
- (xiv) Dealing with references relating to Conduct Rules, including immovable property returns.
- (xv) To assist Pr. ADG/ADG in monitor work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate, preparation of all schedules and statements for recovery of loans and advances.
- (xvi) To assist Pr. ADG/ADG in monitor all the work related to maintenance of service books, stock register, leave register, Asset Register.
- (xvii) Verification of service particulars in APARs of officers and staff.
- (xviii) To monitor preparation of pension and other retirement related papers and forwarding thereof.

- (xix) Getting APARs of staff members written and countersigned in time.
- (xx) To monitor purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xxi) To monitor establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay.
- (xxii) Sanction of advances.
- (xxiii) To monitor maintenance of Office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- (xxiv) To monitor functions related to GeM, PFMS and e-Bhavishya.
- (xxv) To monitor calculation & deduction of Income-tax.
- (xxvi) To monitor preparation of expenditure budget.

3.3 Role of Deputy Director of Income Tax (DDIT)/Assistant Director of Income Tax (ADIT)

3.3.1 Technical Functions

- (i) Updation of Manual of Office Procedure (MOP).
- (ii) Suggesting Topics/Areas of new studies.
- (iii) Young Professional scheme for CsIT (DRs) in the Income Tax Department, Vision Documents.
- (iv) To prepare a monthly DO letter with respect to work done during the month.
- (v) To assist the Pr. ADG/ADG (O&MS) and Addl. DIT/Jt. DIT in discharging various duties & functions.
- (vi) Handling of various reports, study materials and other matters arising out of completed projects/assignments.
- (vii) Parliament and RTI matters.
- (viii) To assist Pr. ADG/ADG/ Addl. DIT in follow up of directions of the superior authorities.
- (ix) To assist Pr. ADG/ADG/ Addl. DIT in monthly DOs.
- (x) Any other work assigned by the Addl. DIT/Jt. DIT or his/her superior officers.

3.3.2 Administrative Functions

- (i) Member of Purchase Committee.
- (ii) To assist Addl. DIT in Swachh Bharat Mission.
- (iii) To assist Addl. DIT in RTI matters.
- (iv) To monitor all the matters related to record management.
- (v) To monitor functions related to GeM, PFMS and e-Bhavishya.
- (vi) Processing of Contract agreements in respect of DEOs/Unskilled workers/ Vehicles/Cleanliness of the office.
- (vii) To assist Addl. DIT in all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- (viii) Matters pertaining to leave of staff and officers.
- (ix) To assist Addl. DIT in all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.
- (x) Getting the binding of service books, registers.
- (xi) To assist Addl. DIT in all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register.
- (xii) To assist Addl. DIT in all the matters related to record management like preparation of pay bills, TA bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- (xiii) Assisting in the issue of CGHS/ identity cards.
- (xiv) To assist Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xv) To assist Addl. DIT in work of annual physical verification and stock taking of records and stationery and dealing with references relating to Conduct Rules, including immovable property returns.
- (xvi) To assist Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate, preparation of all schedules and statements for recovery of loans and advances.

- (xvii) To assist Addl. DIT in all the work related to maintenance of service books, stock register, leave register, Asset Register.
- (xviii) Verification of service particulars in APARs of officers and staff.
- (xix) To assist Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- (xx) Getting APARs of staff members written and countersigned in time.
- (xxi) To assist Addl. DIT in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xxii) To assist Addl. DIT in establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay.
- (xxiii) Sanction of advances.
- (xxiv) To assist Addl. DIT in maintenance of Office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- (xxv) To assist Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.

3.4 Role of Additional Assistant Director of Income Tax /Income Tax Officer (AADIT/ITO)

3.4.1 Technical Functions

- (i) Parliament Questions.
- (ii) To look after the work of Rajbhasha related matters in absence of AD (OL), Work related to licenses of Video Conference Software.
- (iii) To assist in performing all the functions related to MOP, various reports, study materials and other matters arising out of completed projects/assignments.
- (iv) Matters related to ASK, monthly DO letter by Pr. ADG/ADG(O&MS), processing of all contract agreements in GeM or otherwise if required, purchase of equipment and maintenance thereof, Parliament Questions, Vigilance matters, other administrative & establishment matters and any other work assigned by the higher authorities.

- (v) To assist Pr. ADG/ADG/ Addl. DIT in follow up of directions provided by the directorate.
- (vi) To assist Pr. ADG/ADG/ Addl. DIT in monthly DOs.
- (vii) Any other work assigned by the Addl./Jt. DIT or his/her superior officers.

3.4.2 Administrative Functions

- (i) To assist Addl. DIT in Swachh Bharat Mission.
- (ii) To assist Addl. DIT in RTI matters.
- (iii) Processing of Contract agreements in respect of DEOs/Unskilled workers/ Vehicles/Cleanliness of the office.
- (iv) To assist Addl. DIT in all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- (v) Matters pertaining to leave of staff and officers.
- (vi) To assist Addl. DIT in all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.
- (vii) Getting the binding of service books, registers.
- (viii) To assist Addl. DIT in all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register.
- (ix) To assist Addl. DIT in all the matters related to record management like preparation of pay bills, TA bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- (x) Assisting in the issue of CGHS/ identity cards.
- (xi) To assist Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xii) To assist Addl. DIT in work of annual physical verification and stock taking of records and stationery and dealing with references relating to Conduct Rules, including immovable property returns.
- (xiii) To assist Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xiv) Verification of service particulars in APARs of officers and staff.

- (xv) To assist Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- (xvi) Getting APARs of staff members written and countersigned in time.
- (xvii) To assist Addl. DIT in assistance in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xviii) To assist Addl. DIT in dealing with establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay.
- (xix) To assist Addl. DIT in maintenance of Office buildings/ payment of rents, water electricity and telephone bills. Compilation of figures from ZAO and Banks.
- (xx) To assist Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.
- (xxi) To assist Addl. DIT in calculation & deduction of Income-tax.
- (xxii) To assist Addl. DIT in preparation of expenditure budget.
- (xxiii) To assist Addl. DIT in Swachh Bharat Mission.

3.5 Role of AADIT/ITO (Admin.)

- (i) Supervision of operational vehicles, work related to administration and coordination including establishment matters pertaining to the all the officers and officials of the Directorate.
- (ii) All Budgetary and Financial Matters of this Directorate.
- (iii) Coordination with various agencies like BSES, MTNL.
- (iv) Maintenance of financial registers.
- (v) Administration & Coordination including establishment matters.
- (vi) Matters related to CGHS subscription and claims, Caretaker, Inventory and Assets Management. Record Management along with Service Books.
- (vii) Preparation of salary bills.
- (viii) Processing of various financial claims including advances and reimbursement of TA/DA/LTC/Medical claim.

- (ix) Functions of cashier including cash handling & maintenance of cash book, processing proposals for budget for setting up of ASK including revalidation of funds, contingency expenses, residual matters involving payments.
- (x) Matters related to budget including preparation of budget estimates, revised estimates.
- (xi) Preparation of monthly and quarterly expenditure statements.
- (xii) Filing of TDS & GST (monthly basis), PFMS related work.
- (xiii) Processing and payment of post office bills, telephone bills, other bills.
- (xiv) Administration and miscellaneous matters and other matters related to service book, pension paper and payments like gratuity, leave encashment, GPF and commuted pension, APAR and leave matters.
- (xv) Work related to Rajbhasha matters, preparation and processing of TA/LTC/OTA/Tuition fee bills/ medical re-imbursement/advance bills/any other bills (viz. advance of TA/LTC festival/ House/Computer/Scooter/Cycle), leave matters.
- (xvi) Any other work assigned by the Addl. DIT/Jt. DIT or his/her superior officers.

3.6 Role of Administrative Officer (AO)/ Drawing & Disbursing Officer (DDO)

- (i) To function as DDO, supervision of operational vehicles, work related to administration and coordination including establishment matters pertaining to the all the officers and officials of the Directorate.
- (ii) To function as Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate, matters pertaining to leave of staff and officers.
- (iii) Maintenance of Office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- (iv) Proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.
- (v) Preparation of pension and other retirement related papers and forwarding thereof.
- (vi) Work related to maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, and leave accounts, telephone register.

- (vii) Work related to preparation of pay bills, TA Bills, contingent bills, bills of various advances, and bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- (viii) Work related to generation and distribution of monthly pay slip for each employee, maintenance of guard files regarding circulars.
- (ix) Assisting in the issue of CGHS/ identity cards.
- (x) Issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xi) Matter relating to allotment of residential accommodation.
- (xii) Work related to purchase and printing/ indenting of forms and stationery.
- (xiii) Annual physical verification and stock taking of records and stationery.
- (xiv) Work related to Conduct Rules, including immovable property returns.
- (xv) Drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate preparation of all schedules and statements for recovery of loans and advances.
- (xvi) To assist in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xvii) Sanction of advances.
- (xviii) Maintenance of service books, stock register, leave register, asset register.
- (xix) Verification of service particulars in APARs of officers and staff.
- (xx) Functions related to GeM, PFMS and e-Bhavishya.
- (xxi) Work related to calculation & deduction of Income-tax.
- (xxii) Work related to preparation of periodical statements/ returns.
- (xxiii) Any other works assigned by the superior authorities.

3.7. Role of Senior Private Secretary/ Private Secretary (Sr. PS/PS)

- (i) To perform the various works, assign by the Pr. ADG/ADG (O&MS) like taking dictation, typing, attending phone calls, checking of official mails, secretarial work.
- (ii) Maintenance of all the office records.

- (iii) To assist the Pr. ADG/ADG in all secretarial matters including taking dictation and transcription.
- (iv) Attending to visitors and fixation/cancellation of appointments.
- (v) Attending to inward and outward telephone calls.
- (vi) Checking of official mails.
- (vii) Keeping note of engagements, meetings and reminding the officer well in time.
- (viii) Maintenance of confidential files/correspondence relating to APARs.
- (ix) Getting required papers ready for meetings and appointments.
- (x) Maintaining files relating to minutes of meetings and discussion and sending intimations regarding follow up action.
- (xi) Keeping record of files moving to and from the officer, keeping track of follow up action in regard to matters marked by the officer to officials under him.
- (xii) Circulation of tour programme and attending to arrangements relating to tours.
- (xiii) Maintenance of officer's personal library and updating of reference books therein.
- (xiv) Dispatch and receipt of DO Letters and confidential Dak.
- (xv) Maintenance of confidential files including CCRs.
- (xvi) Maintenance of personal files of the officer.
- (xvii) Destroying by burning stenographic record of confidential and secret letters after typing and issuing the letters.
- (xviii) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (xix) Any other work of official nature specifically entrusted by the officer.

3.8 Role of Income Tax Inspector (ITI)

3.8.1 Technical Functions

- (i) Assistance in matters related to updation of MOP.
- (ii) Analysis of reports to be submitted to the CBDT by this directorate.
- (iii) To assist in preparation of study materials, reports and other miscellaneous works.
- (iv) Maintaining, processing and putting up of files, drafting letters/reports.
- (v) Assistance in management studies and follow up action,
- (vi) Any other miscellaneous work assigned to him.

3.8.2 Administrative Functions

- (i) Administration & Coordination including establishment matters,
- (ii) Assisting in matters related to Administration and budget.
- (iii) Digitization of Records.
- (iv) To assist Addl. DIT in Swachh Bharat Mission.
- (v) To assist Addl. DIT in RTI matters.
- (vi) To assist Addl. DIT in all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- (vii) Matters pertaining to leave of staff and officers.
- (viii) To assist Addl. DIT in all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements, maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register.
- (ix) To assist Addl. DIT in all the matters related to preparation of pay bills, TA Bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- (x) To assist Addl. DIT in all the matters related to generation and distribution of monthly pay slip for each employee, maintenance of guard files regarding circulars.
- (xi) Assisting in the issue of CGHS/ identity cards.
- (xii) To assist Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xiii) To assist Addl. DIT in work of annual physical verification and stock taking of records and stationery and dealing with references relating to Conduct Rules, including immovable property returns.
- (xiv) To assist Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xv) Any other work assigned by the Jt. /Addl. DIT or his/her superior officers.

3.9 Role of Office Superintendent (OS)

- (i) Maintenance and upkeep of office and its assets.

- (ii) Duties relating to Swachhata Abhiyan.
- (iii) General supervision, ensuring discipline and punctuality and checking of attendance register.
- (iv) Ensuring proper and timely distribution of liveries.
- (v) Checking the quality of local purchases and ensuring observance of proper procedure while making purchases.
- (vi) Ensuring timely submission of indent for forms and stationary, timely procurement, proper distribution thereof and proper maintenance of the register.
- (vii) Ensuring smooth functioning of Dak counters and supervision of receipt and dispatch of Dak.
- (viii) Ensuring annual physical verification and stock taking of records, and all moveable/ immovable assets i.e. computers, printers, furniture, calculators, photocopying machines, FAX, PCs.
- (ix) Ensuring proper arrangements for repair of furniture, photocopying machines, FAX and PCs.
- (x) Ensuring auction sale of condemned typewriters, furniture, waste papers and other useless articles.
- (xi) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, records rooms, store rooms, corridors, and bathrooms in the office building.
- (xii) Providing facilities like lights, fans, drinking water to the officers, staff members and assesses.
- (xiii) Arrangement of proper binding of registers and service books.
- (xiv) Checking of magazines and newspapers accounts and disposal of the waste/scrap.
- (xv) Ensuring regular and proper weeding out of old and obsolete records and obsolete forms as per existing instructions.
- (xvi) Maintaining particulars to address and telephone numbers of officers and staff.
- (xvii) Work as caretaker, maintenance of office assets and fixture, cleanliness and plantation, MTNL, Electricity, Water Supply.
- (xviii) Payment and reimbursement of all officers residential telephone bills.
- (xix) Any other work of official nature specifically assigned.

3.10 Role of Junior Translation Officer

3.10.1 Technical Functions

- (i) Translation work and any work assigned by the superiors.

3.10.2 Administration Functions

- (i) Work related to establishment and leave matters.
- (ii) Rajbhasa (Hindi) related issues.

3.11 Role of Tax Assistant (TA)

3.11.1 Technical Functions

- (i) Ensuring completeness, accuracy and timely submission of all the statistical reports and returns and proper maintenance of the supporting registers.

3.11.2 Administrative Functions

- (i) Receipt and dispatch of Dak.
- (ii) Ensuring proper maintenance and checking of all records/ registers.
- (iii) Ensuring maintenance of guard files of circulars, notifications and instructions, register of files, attendance register, casual leave register, service book.
- (iv) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, record rooms, store rooms, corridors, bathrooms in the office building.
- (v) Other duties as assigned from time-to-time by superior authorities.

3.12 Role of Stenographer

- (i) Duties relating to Swachhata Abhiyan.
- (ii) To take dictation, maintenance of files and any other work assigned by the concerned officers.
- (iii) Attending to inward and outward telephone calls.
- (iv) Keeping note of engagements, meetings and reminding the officer well in time.
- (v) Getting required papers ready for meetings and appointments.
- (vi) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (vii) Keeping a record of files moving to and from the officer.
- (viii) Circulation of tour programme and attending to arrangements relating to tours.

- (ix) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (x) Any other work of official nature specifically assigned including typing and comparison work, maintenance of confidential files, maintenance of copying register.

3.13 Role of Notice Server

- (i) Duties relating to Swachhata Abhiyan.
- (ii) Service of Notices, Letters and other official communications.
- (iii) Proper maintenance of Notice Server's diary and its submission to supervisory officers, whenever asked for.
- (iv) Maintenance of self-Diary.
- (v) Assistance in general office work in the office.
- (vi) Any other work of official nature, specifically assigned.

3.14 Role of Multi-Tasking Staff (MTS)

3.14.1 Technical Functions

- (i) Assistance in general office work in the office.

3.14.2 Administrative Functions

- (i) Duties relating to Swachhata Abhiyan.
- (ii) Supervising general cleanliness and upkeep of the section/units done by contractual staff.
- (iii) Arranging the furniture, records and other documents/ registers in the office rooms.
- (iv) Dusting of furniture.
- (v) Opening and closing of rooms.
- (vi) Physical maintenance of records of the section/office.
- (vii) Making available records as and when required.
- (viii) Placing of papers in relevant files.
- (ix) Attending to the Officers.
- (x) Carrying of files and other papers within the building.
- (xi) Operating and maintaining Photocopier Machines and sending of FAX.

- (xii) Other non-clerical work in the section/unit/office.
- (xiii) Assisting in routine office work like diary, dispatch including on computer.
- (xiv) Timely delivery of Dak.
- (xv) Any other work of official nature specifically assigned.

3.15 Role of Staff Car Driver

- (i) Car driving, any other work assigned by higher authorities.
- (ii) Maintenance of logbook.



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