



# **Manual of Office Procedure for Directorate of Income Tax (Vigilance) 2024**

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

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





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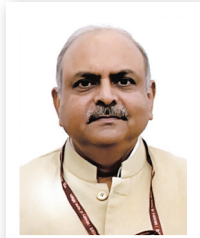


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Chairman, CBDT



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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

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.

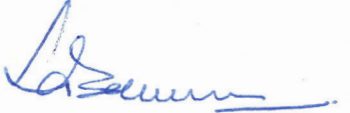
In view of these advancements, the department decided to undertake a comprehensive review of its organizational structure and processes. To steer this initiative, a committee was constituted with the objective of redefining, realigning, and reassigning roles at all levels within different verticals of 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 (Vigilance) [DIT(Vig.)) 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 (Vigilance) and Directorate of Organization and Management Services (DOMS) also 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.

  
(Harinder Bir Singh Gill)





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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.

**(Prawn Kumar)**





# **DIRECTORATE OF INCOME TAX (VIGILANCE)**

## **1. Introduction**

The Vigilance set-up of the Income Tax Department is headed by the Director General of Income Tax (Vigilance) who is the Chief Vigilance Officer (CVO) for the Income Tax Department governed by the Central Vigilance Commission (CVC) guidelines. He is assisted by the officers in the headquarters for the processing of complaints & post disciplinary proceeding of Group-A officers and retired group B/C officers/officials. Further, there are four Directorates of Income Tax (Vigilance) for North, South, East & West Zone headed by the ADGs, who are the Deputy CVOs for assisting the CVO in conducting preliminary verifications or investigations. Besides, these Zonal Directorates also act as the CVOs for the Group 'B' officers.

## **2. Broad Functions**

- (i) Identifying existing procedures/ practices/ areas of concern in the organisation where there is a scope for corruption and look for modifications.
- (ii) Devising adequate methods to ensure that discretionary powers are not exercised arbitrarily.
- (iii) Ensuring that officer of proven integrity only, are posted in sensitive posts.
- (iv) Ensuring observance of Central Civil Services (Conduct) Rules, 1964.
- (v) Identifying cases having vigilance angle as reported in inspection reports, audit reports, media reports and reports of Parliamentary Committees.
- (vi) Processing of the FCRA/ FCRB/ FCRC/ FCRO files.
- (vii) Receipt of complaints and investigate or cause an investigation to be made into allegations involving vigilance angle.
- (viii) Processing the investigation report expeditiously.
- (ix) Initiation, monitoring and handling of PSR, VCR and Disciplinary Proceedings (DP) in respect of Group-A officers and Retired Group-B/C officers/officials.
- (x) Ensuring that the charge-sheet, statement of imputations, lists of witness and documents are carefully drawn up.
- (xi) Appointment of Inquiry Officer (IO)/Presenting Officer (PO), extension of time for furnishing enquiry report, replacement of IO/PO in case of superannuation,

transfer or any other reason, examination of IO reports and submission of the same before the Disciplinary Authority (DA).

- (xii) Ensuring that cases against officers on the verge of retirement do not lapse due to time-limitation.
- (xiii) Processing the request for sanction by external agencies (including CBI), matters related to F.R. 53, F.R. 54, F.R. 54-A, F.R. 54-B, processing of grant of approval u/s 17 (A) and 19 of the Prevention of Corruption Act, 1988 (POCA, 1988).
- (xiv) Facilitating CBDT that all cases, in which the officers concerned have been under suspension, are reviewed within a period of 180 days.
- (xv) Conducting regular and surprise inspections in the sensitive areas.
- (xvi) Furnishing of various reports, statements, data to the CBDT in respect of Vigilance related matters.
- (xvii) Advising CBDT on vigilance matters and formulation of policies on vigilance matters.
- (xviii) Ensuring that information is passed on to outside agencies, whenever necessary.
- (xix) Issue of vigilance clearances for the purpose of promotion, deputation, empanelment, foreign travel, retirement, VRS, resignation, grant of MACP, study leave, issuance of NOC for obtaining passport and review under FR 56j.
- (xx) Preparation of 'Agreed List' of officers in co-ordination with CBI and list of Officers of Doubtful Integrity (ODI).
- (xxi) Preparation of Vigilance Inspection Reports, Preliminary Scrutiny Reports and reports on the complaints relating to Group-A and Group-B officers.
- (xxii) Processing all matters relating to reference to the CVC/ UPSC/ CBI/ DoPT/ CGSC/ DOLA/Lokpal for opinion – Group A, retired Group B and C officer/officials.
- (xxiii) Co-ordination with other agencies such as the CBI, CVC, UPSC and Lokpal.
- (xxiv) Processing of matters related to OA/ Writ/ SLP/ Other Litigation matters and Processing of Review/ Revision petition and bias petitions.
- (xxv) Processing of matters related to suspension of officers/ review of suspension/ subsistence allowance.
- (xxvi) Annual statement of private foreign visits undertaken by the officials of the Department.
- (xxvii) Maintaining Database of all Complaints (FCR, PSR, VCR, DP, Prosecution, Suspension) pending & closed and to update the same on real time basis.



- (xxviii) Zonal ADGs as Deputy CVO for assisting CVO in conducting preliminary verifications or investigations of both Group-A and retired Group-B and Group-C officers/ officials.
- (xxix) Zonal ADGs as CVOs in respect of Group-B officers in their jurisdictions.
- (xxx) Zonal Directorates are entrusted with the task of taking various measures for Preventive Vigilance.

### **3. Roles and functions for different levels in the Directorate of Vigilance**

#### **3.1 Role of Director General of Income Tax [DGIT (Vig.)]**

##### **3.1.1 Technical Functions**

- (i) To identify existing procedures/practices/areas of concern in the organisation where there is a scope for corruption and look for modifications.
- (ii) To devise adequate methods to ensure that discretionary powers are not exercised arbitrarily.
- (iii) To ensure observance of Central Civil Services (Conduct) Rules, 1964.
- (iv) To receive complaints and investigate or cause an investigation to be made into allegations involving vigilance angle.
- (v) To cause the processing of the investigation report expeditiously.
- (vi) To cause the processing of FCRA/FCRB/FCRC/FCRO files.
- (vii) To cause preparation of Vigilance Inspection Reports, Preliminary Scrutiny Reports, VCR and reports on the complaints.
- (viii) To cause initiation, monitoring and handling of disciplinary proceeding in respect of Group 'A' officers and Retired Group 'B' / 'C' officers/officials.
- (ix) To ensure that charge-sheet, statement of imputations, list of witnesses and documents are carefully drawn up.
- (x) To ensure that cases against officers on the verge of retirement do not lapse due to time-limitation.
- (xi) To appoint Inquiry Officer/Presenting Officer, extension of time for furnishing enquiry report, replacement of IO/PO in case of superannuation, transfer or any other reason, examination of IO reports and submission of the same before the DA.
- (xii) To cause processing of all matters and coordination relating to the CVC, UPSC, CBI, Lokpal, ED, DoPT, DoR, CGSC, DoLA for opinion.

- (xiii) To ensure handling of reviews undertaken by CVC, CBDT, RS.
- (xiv) To cause processing of matters related to OA/Writ/SLP/Other Litigation matters and Processing of Review/Revision petition and bias petitions.
- (xv) To cause processing of the request for sanction by external agencies (including CBI), matters related to F.R. 53, F.R. 54, F.R. 54-A, F.R. 54-B, processing of conviction cases and granting approval u/s 17 (A) and 19 of the POCA.
- (xvi) To cause preparation of 'Agreed List' of officers in co-ordination with CBI and list of Officers of Doubtful Integrity (ODI).
- (xvii) To ensure that all cases, in which the officers concerned have been put under suspension, are reviewed within a period of 180 days.
- (xviii) To identify cases having vigilance angle as reported in inspection reports, audit reports, media reports, reports of Parliamentary Committees.
- (xix) To conduct regular and surprise inspections in the sensitive areas.
- (xx) To advise CBDT on vigilance matters and formulation of policies on vigilance matters.
- (xxi) To act as the Nodal Officer for the department on vigilance matters.
- (xxii) To ensure that information is passed on to outside agencies, whenever necessary.
- (xxiii) To issue vigilance clearances for the purpose of promotion, deputation, foreign travel, rewards, retirement, grant of MACP, study leave, issuance of NOC for obtaining passport.
- (xxiv) To maintain database of all Complaints (FCR, PSR, VCR, DP, Prosecution) pending & closed and updation of the same on real time basis.
- (xxv) To submit various periodic reports (monthly/quarterly) to the CBDT, CVC and other agencies.
- (xxvi) To cause discharging of various functions related to the vigilance matters in co-ordination with Zonal ADGs and Pr. CCsIT (CCA).
- (xxvii) To cause coordination with CBDT, Zonal ADGs, Pr. CCsIT and other verticals of the Department.
- (xxviii) To supervise the functioning of CBDT, Zonal ADGs, Pr. CCsIT and other verticals of the Department.
- (xxix) To cause handling of CPGRAMs, VIP references and Parliamentary Questions.

- (xxx) To cause co-ordination with field charges for action under FR 56(j)/Rule 48 of CCS (Pension) Rules in respect of Group 'B' and Group 'C' employees.
- (xxxi) To take capacity building initiatives such as in-house training of new officers, training of IOs & POs, publication of Vigilance related Handbooks, Preventive Vigilance.

### **3.1.2 Administrative Functions**

- (i) To monitor & supervise overall administration and establishment of the Directorate of Vigilance.
- (ii) To monitor all the functions of the Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- (iii) Matters pertaining to leave of staff and officers.
- (iv) To monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements.
- (v) To monitor the binding of service books, registers.
- (vi) 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.
- (vii) To monitor 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.
- (viii) To monitor all the matters related to generation and distribution of monthly pay slip for each employee.
- (ix) Maintenance of guard files regarding circulars.
- (x) To monitor and supervise the issue of CGHS/ identity cards.
- (xi) To monitor all the matters related to issue of tax deduction statements, L.P.C, salary certificates, service certificates.
- (xii) To monitor work of annual physical verification and stock taking of records and stationery.
- (xiii) Dealing with references relating to Conduct Rules, including immovable property returns.

- (xiv) To monitor work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xv) Preparation of all schedules and statements for recovery of loans and advances.
- (xvi) To 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 officers/officials written and countersigned in time.
- (xx) To monitor 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.
- (xxi) To monitor dealing with 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.
- (xxiv) Compilation of figures from ZAO and Banks.
- (xxv) To monitor functions related to GeM, PFMS and e-Bhavishya.
- (xxvi) To monitor calculation & deduction of Income-tax.
- (xxvii) To monitor preparation of expenditure budget.
- (xxviii) To supervise transfer and posting of the officers/officials posted in Vigilance Directorate.

### **3.2 Role of Addl. Director General of Income Tax (ADG) (Hq.)**

#### **3.2.1 Technical Functions**

- (i) To process vigilance clearances of officers for deputation, promotion, foreign visit, rewards, NOC for passport, empanelment.
- (ii) To coordinate with CBDT, Zonal ADGs, Pr. CCsIT and other verticals of the Department.

- (iii) To coordinate with various agencies such as CVC, Lokapal, UPSC, CBI, ED, DoPT, DOR.
- (iv) To handle reviews undertaken by CVC, CBDT, RS.
- (v) To handle CPGRAMs, VIP references and Parliamentary Questions.
- (vi) To act as Appellate Authority in respect of orders passed by the CPIO of the Directorate of Vigilance.
- (vii) To coordinate with field charges for action under FR 56(j)/Rule 48 of CCS (Pension) Rules in respect of Group 'B' and Group 'C' employees.
- (viii) To assist the CVO in formulation of policies on vigilance matters.
- (ix) To assist the CVO in preparation of 'Agreed List' of officers in coordination with the CBI and ODI List.
- (x) To maintain database of all complaints (FCR, PSR, VCR, DP, Prosecution) pending & closed and to ensure updation of the same on real time basis.
- (xi) To submit various periodic reports (monthly/quarterly) to the CBDT, CVC and other agencies.
- (xii) To take capacity building initiatives such as in-house training of new officers, training of IOs & POs and publication of Vigilance related Handbooks.

### **3.2.2 Administrative Functions**

- (i) To undertake overall administrative, establishment work of the Directorate and to exercise financial powers as delegated by the extant rules.
- (ii) To assist DGIT in transfer and posting of the officers/officials posted in Vigilance Directorate.
- (iii) To assist DGIT in execution of the functions of the Drawing and Disbursing Officer of the Directorate.
- (iv) To assist DGIT in maintaining records in respect of administration, establishment and work of DDO.

## **3.3 Role of Additional Director of Income Tax/Joint Director of Income Tax [Addl. DIT/JDIT (Hq.)]**

### **3.3.1 Technical Functions**

- (i) To process vigilance clearances of officers for deputation, promotion, foreign visit, rewards, NOC for passport, empanelment.

- (ii) To coordinate with CBDT, Zonal ADGs, Pr. CCsIT and other verticals of the Department.
- (iii) To coordinate with various agencies such as CVC, Lokapal, UPSC, CBI, ED DoPT, DOR.
- (iv) To handle reviews undertaken by CVC, CBDT, RS.
- (v) To handles CPGRAMs, VIP references and Parliamentary Questions.
- (vi) To coordinate with field charges for action under FR 56(j)/ Rule 48 of CCS (Pension) Rules in respect of Group 'B' and Group 'C' employees.
- (vii) To assist the ADG (Hq.) in formulation of policies on vigilance matters.
- (viii) To assist the ADG (Hq.) in preparation of 'Agreed List' of officers in coordination with the CBI and ODI List.
- (ix) To maintain database of all complaints (FCR, PSR, VCR, DP, Prosecution) pending & closed and to ensure updation of the same on real time basis.
- (x) To submit various periodic reports (monthly/ quarterly) to the CBDT, CVC and other agencies.
- (xi) To assist ADG (Hq.) in taking capacity building initiatives such as in-house training of new officers, training of IOs & POs and publication of Vigilance related Handbooks.

### **3.3.2 Administrative Functions**

- (i) To assist AD (Hq.) in undertaking administrative, establishment work of the Directorate and to exercise financial powers as delegated by the extant rules.
- (ii) To assist ADG (Hq.) in transfer and posting of the officers/officials posted at Vigilance Directorate.
- (iii) To assist ADG (Hq.) in execution of the functions of the Drawing and Disbursing Officer of the Directorate.
- (iv) To assist ADG (Hq.) in maintaining records in respect of administration, establishment and work of DDO.

## **3.4 Role of Deputy Director of Income Tax/Assistant Director of Income Tax [DDIT/ADIT (Hq.)]**

### **3.4.1 Technical Functions**

- (i) To prepare reports for meetings with CVC.

- (ii) To deal with all litigation matters relating to Headquarters (Hq).
- (iii) To prepare reports for Sectoral meet with CVC.
- (iv) Processing of matters related to F.R. 53, F.R. 54, F.R. 54-A, F.R. 54-B.
- (v) To prepare a database of all PSR/VCR/DP/Prosecution proceedings ongoing & closed and to update it on real time basis.
- (vi) Submission of monthly statistics, quarterly reports and/or any report required for internal feedback of work undertaken and for the purpose of reporting to external agencies like CVC, DoPT.
- (vii) To assist the ADG (Hq.) in overall administration of Directorate and handling of grievances in the form of CPGRAMS/RTI.
- (viii) To process vigilance clearance matters.
- (ix) To arrange for review meetings of CVO with ADGs at Headquarters/Zones and to prepare minutes of all meetings.
- (x) Providing Vigilance Clearance Status in case of promotion/ retirement/ deputation/ foreign travel.
- (xi) To act as CPIO of the Directorate.

### **3.4.2 Administrative Functions**

- (i) Alternate custodian of APAR.
- (ii) To assist Addl. DIT in transfer and posting of the officers/officials.
- (iii) To assist Addl. DIT in all the matter related to record management.

## **3.5 Role of Income Tax Officer (ITO) (Hq.)**

### **3.5.1 Technical Functions**

- (i) To assist ADG (Hq.) in preparing and compiling monthly reports, quarterly reports, annual reports; to be sent to CBDT, DoPT, CVC.
- (ii) To prepare Result Framework Document.
- (iii) To call for the reports from Zonal ADGs.
- (iv) To collect information regarding Parliamentary Questions and processing of same.
- (v) To assist ADG (Hq.) in dealing with CPGRAM, RTI and other grievance related matters.

- (vi) To prepare annual statement of private foreign visits undertaken by the officials of the Department.
- (vii) To prepare monthly prosecution report.
- (viii) Forwarding grievances and TEPs to the concerned authorities in field.
- (ix) To assist DDIT (Hq.) in providing status report in vigilance clearance cases.
- (x) To process and put up all misc. matters/reports as assigned.
- (xi) To process all communication received from CBI which is subject matter of Headquarters.

### **3.5.2 Administrative Functions**

- (i) Assisting the ADG (Hq.) in overall administration of the Directorate.
- (ii) To assist Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- (iii) Getting APARs of staff members written and countersigned in time.
- (iv) Other duties as assigned from time-to-time by superior authorities.

### **3.6 Role of Administrative Officer (AO)**

- (i) Providing para-wise information on matters pertaining to Administrative Officer on legal matters
- (ii) Dealing with references relating to Conduct Rules, including immovable property returns.
- (iii) To take care of overall administrative matters relating to office of the DGIT (Vig.).
- (iv) Prepare and update leave records of officers and staff.
- (v) Issue clearances with regard to foreign visits, acquisition of property after taking approval from Competent Authority.
- (vi) Update and maintenance of service registers/records of officers and staff.
- (vii) All other work related to administration.
- (viii) Maintenance of files regarding circulars.
- (ix) To assist in transfer and posting of the officers/officials.

### **3.7 Role of Drawing & Disbursing Officer (DDO)**

- (i) Providing para-wise information on matter pertaining to DDO on legal matters.



- (ii) All the matters related to record management like proper maintenance of contingent register, stock register, asset register, dead stock register, service books, GPF/NPS account of staff, leave accounts.
- (iii) Getting the binding of service books, registers, personal files, leave accounts.
- (iv) Verification of service particulars in APARs of officers and staff countersigned in time.
- (v) Dealing with establishment/ administrative matters, fixation of pay, sanction of advances.
- (vi) Preparation of pension and other retirement related papers and forwarding thereof.
- (vii) Function related to HRMS, PFMS, GeM and e-Bhavishya portal.
- (viii) Calculation & deduction of Income-tax, preparation of Form 16.
- (ix) To prepare expenditure budget.
- (x) To take care of functions associated with payment of salary, passing of bills, LTC bills/medical bills/arrears, grant advances, make recoveries, issue LPCs.
- (xi) Finalization of tenders related to Manpower, Operational Vehicles.
- (xii) Procurement of rental services such as plant/flowers, scanning/photocopies, water supply through GeM.
- (xiii) Processing of various offline bills for proper office functioning.
- (xiv) To undertake work related to procurement of office equipment/ stationery through GeM.
- (xv) 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.
- (xvi) Assisting in the issue of CGHS/ identity cards.
- (xvii) Maintenance of office buildings/ payment of rents, water electricity and telephone bills.
- (xviii) Compilation of figures from ZAO and Banks.
- (xix) Assistance in purchase/ distribution/ maintenance of stationery, /newspapers/ electrical goods/ air conditioners/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- (xx) To undertake internal and AGCR Audit.

### **3.8 Role of Addl. Director General of Income Tax (ADG) (Hq.) Zone Wise**

- (i) To assist the DGIT (Vig.) in discharging of various functions related to the vigilance matters.
- (ii) To co-ordinate with Zonal ADGs and Pr. CCsIT (CCA) for collecting information to ensure timely submission of various reports and processing of FCRs, PSRs, VCRs, DPs, conviction cases and suspension matters.
- (iii) To coordinate with CVC/ UPSC/ CBI/ DoPT/ CGSC/ DoLA.
- (iv) To process OA/Writ /SLP/Other litigation matters.
- (v) To attend to Parliamentary Questions and VIP references.
- (vi) To process Vigilance Clearance status as required by the Headquarters of DGIT (Vig).
- (vii) To furnish monthly/quarterly, and miscellaneous reports and statistics to the Headquarters of DGIT(Vig).
- (viii) To conduct the vigilance inspection work as and when assigned.
- (ix) To coordinate with CBDT, other ADGs Hq. Zone wise, Zonal ADGs (East, West, North & South) and various other Directorates/field authorities of the Department.

### **3.9 Role of Addl. Director of Income Tax/Joint Director of Income Tax [Addl. DIT/JDIT (Hq.)] Zone Wise**

- (i) To supervise and monitor the vigilance related work relating to respective units.
- (ii) To supervise and monitor all vigilance related work relating to jurisdiction allotted in their respective zone.
- (iii) To monitor and supervise preparation of Vigilance Inspection Reports, Preliminary Scrutiny Reports and reports on the complaints relating to Group 'A' and Group 'B' employees; retired officers to the ADG.
- (iv) To prepare letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (v) To process request of CBI for investigation and prosecution sanction of group 'A' officers and retired group 'B' officers.
- (vi) To examine IO report and put up the same for DA's approval for communicating to the Charged Officer.
- (vii) To prepare the DP case file for submission to the UPSC for their advice.

- (viii) To prepare the DP case file for submission to the CVC for their second stage advice.
- (ix) To put up the DP files for final penalty before DGIT (Vig.) for approval of DA.
- (x) To examine appeal cases of retired group 'B' officers and put up before DGIT (Vig.) for approval of DA.
- (xi) Processing of matters related to OA/Writ/SLP/Other Litigation matters and processing of Review/Revision petition filed by the CO.
- (xii) Preparation of notes for referring the matter to DoPT/DoLA for seeking their opinion in resolving the difference of opinion between the DA and UPSC/CVC and for various vigilance related matters.

### **3.10 Role of Deputy Director of Income Tax/Assistant Director of Income Tax [DDIT/ADIT (Hq.)] Zone wise**

- (i) Processing of PSR and VCR files [analyzing report of Zonal ADG (Vig.)], recommending action against delinquent officer.
- (ii) Preparation of examination note.
- (iii) Preparation of UO notes to CVC for first stage advice or reconsideration thereof.
- (iv) Coordinating with various authorities like the Jurisdictional Pr. CCIT, CBI to help in the processing of receipt of relevant documents by the IO/PO/CO with a view to complete inquiry proceedings in a time-bound manner.
- (v) Processing of request for sanction by external agencies (including CBI) under the PCA, 1988 or other relevant laws for prosecution.
- (vi) Processing of matters related to OA/Writ/SLP/Other Litigation matters and processing of review/revision petition and bias petitions filed by the CO.
- (vii) Preparation of notes for referring the matter to DoPT/DoLA/ Ministry of Social Justice and Empowerment for seeking their opinion in various vigilance related matters.
- (viii) Submission of monthly statistics, quarterly reports and/or any report required for internal feedback of work undertaken and for the purpose of reporting to external agencies like CVC, DoPT.
- (ix) Disposing of CPGRAMS or other grievances and RTI applications.
- (x) To assist the ADG (Hq.) in overall administration of Directorate and handling of grievances in the form of CPGRAMS/RTI.

- (xi) Monitoring and handling of VCR cases and disciplinary proceeding cases (till the stage of submission of IO reports) of Group 'A' officers and Retired Group 'B', 'C' officers/officials on behalf of CBDT.
- (xii) To process vigilance clearance matters, examination of CBI reports and processing for Regular Departmental Action in suitable cases.
- (xiii) To arrange for review meetings of CVO with ADGs at Hq./Zones, preparation of FM note for approval of the Charge Memorandum and examining the Draft Charge Memorandum to be issued to delinquent officer.
- (xiv) Examination of written statement of defence filed by the charged.
- (xv) Preparation of panel for appointment of Inquiry Officer/Presenting Officer and preparation of FM Note in this regard.
- (xvi) Processing of requests received from IOs such as from IO for extension of time-line, replacement of IO/PO in case of superannuation or transfer or any other reason.
- (xvii) Processing of matters related to suspension of officers/ review of suspension/subsistence allowance.
- (xviii) Providing Vigilance Clearance Status in case of promotion/retirement/deputation/foreign travel.

### **3.11 Role of Income Tax Officer (ITO) (Hq.) Zone Wise**

- (i) Processing of FCR and PSR complaints relating to Group 'A' officers and retired Group 'B' officers.
- (ii) Forwarding of Group 'B' and Group 'C' and other complaints relating to Tax Evasion to the Zonal ADG (Vig.)/ Pr. CCIT (CCA) and DGIT(Inv.).
- (iii) To submit the reply in respect of RTI applications and CPGRAM Grievances received.
- (iv) Preparation and submission of various monthly, quarterly, half-yearly and annual statements.
- (v) All other work assigned by the superior officers.

### **3.12 Role of Sr. Private Secretary/Private Secretary (Sr. PS/PS)**

- (i) To assist the DGIT (Vig.) / ADG(Vig.) in all secretarial matters including taking dictation and typing.

- (ii) To attend the phone calls, fixing up appointments, maintaining personal files.
- (iii) Keeping note of engagements, meetings and reminding the officer well in time.
- (iv) Circulation of tour programme and attending to arrangements relating to tours.
- (v) Bringing to the notice of the officer important pending matters which require his/her urgent attention.
- (vi) All other work assigned by the officers.

### **3.13 Role of Inspector of Income Tax (ITI)**

#### **3.13.1 Technical Functions**

- (i) Assisting the officers in preparation of FCRA/FCRB/FCRC/FCRO.
- (ii) Assisting the officers in dealing with CPGRAM and other grievance related matters.
- (iii) Assisting the officers in processing RTI matter.
- (iv) Assisting the officers in processing FCRA files for ID verification.
- (v) Assisting the officers in forwarding grievances and TEPs to the concerned authorities in field.
- (vi) Assisting in preparation of Monthly reports, Quarterly reports, Misc. reports and other statistics.
- (vii) Assisting the officers in verification of documents received from field authorities.
- (viii) Assisting the officers in submitting the proposal to UPSC.
- (ix) Assisting the officers in updation of data/statistics of the cases in different portals.
- (x) Assisting the officers in various correspondences with the Zonal ADGs.
- (xi) Assisting the officers in examining and preparing the PSR/VCR reports.
- (xii) Assisting in processing of vigilance clearances of Group 'A' officers.

#### **3.13.2 Administrative Functions**

- (i) Assisting the Addl. DIT/ DDIT/ ITO/DDO/AO.
- (ii) To assist the officers in conducting vigilance inspections and examine the records.
- (iii) To assist the officers in preparing Vigilance Inspection reports in cases where inspections are conducted.

- (iv) To assist the officers in preparing letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (v) Drafting letters calling for factual reports from the field and to assist the officers in preparation of Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group 'A' and Group 'B' cadres.
- (vi) To assist the officers in conducting vigilance inspections and examine the records.
- (vii) To assist the officers in preparing Vigilance Inspection reports in cases where inspections are conducted.
- (viii) Other duties as assigned from time-to-time by superior authorities.

#### **3.14 Role of Office Superintendent (OS)**

- (i) To assist the Administrative Officer in matters relating to administration and to assist the officers in the units in conducting vigilance inspections and other related matters.
- (ii) To supervise the work relating to receipt and dispatch of Dak and to monitor all contingent employee.
- (iii) To monitor all contingent employees.
- (iv) To assist the Administrative Officers in preparation of all administrative matters like preparation of bills, ensuring regular attendance, maintenance of leave registers, updating service registers.
- (v) To assist the officers in conducting vigilance inspections and examine the records.
- (vi) To assist the officers in preparing Vigilance Inspection reports in cases where inspections are conducted.
- (vii) To assist the officers in preparing letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (viii) Drafting letters calling for factual reports from the field and to assist the officers in preparation of Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group 'A' and Group 'B' cadres.
- (ix) Other duties/works as assigned from time-to-time by superior authorities.

### **3.15 Role of Tax Assistant (TA)**

#### **3.15.1 Technical Functions**

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

#### **3.15.2 Administrative Functions**

- (i) Preparation of all bills.
- (ii) Receipt and dispatch of Dak.
- (iii) Ensuring proper maintenance and checking of all records/ registers.
- (iv) Ensuring maintenance of guard files of circulars, notifications and instructions, register of registers and register of files, attendance register, casual leave register, service book.
- (v) Ensuring proper maintenance and checking of cash book, contingent expenditure register, diet money register, stock register, properties register, stamp register, stationary register, register of records destroyed, dead stock register, register of books and publications, service books, register of advances, pay bills, TA bills, LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt and dispatch register, stamp accounts.
- (vi) Checking the quality of local purchases and ensuring observance of proper procedure while making purchases.
- (vii) To ensure timely preparation of pension, gratuity and provident fund papers in respect of all retiring officials so that payment of retirement benefits is made to the person concerned by the date of retirement.
- (viii) To ensure timely submission of indent for forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the register.
- (ix) To ensure annual physical verification and stock taking of records, and all movable/ immovable assets i.e. computers, printers, furniture, calculators, photocopying machines, FAX, PCs.
- (x) To ensure proper arrangements for repair of furniture, photocopying machines, FAX, PCs.

- (xi) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, record rooms, store rooms, corridors, bathrooms in the office building.
- (xii) Providing facilities like lights, fans, drinking water to the officers, staff members.
- (xiii) Implementation of all rolls assigned to Office Superintendent in departmental application software.
- (xiv) Maintenance of particulars of dates of joining and relieving of officers and staff.
- (xv) Ensuring proper handing/ taking over of files and also ensuring that pending actions are duly indicated.
- (xvi) Arrangement of proper binding of registers, service book.
- (xvii) Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
- (xviii) Miscellaneous correspondence with the higher authorities.
- (xix) Assisting in typing work as and when assigned.
- (xx) Other duties as assigned from time-to-time by superior authorities.

### **3.16 Role of Stenographer**

- (i) To assist the officers of the Directorate in all secretarial matters.
- (ii) Attending to inward and outward telephone calls.
- (iii) Getting required papers ready for meetings and appointments.
- (iv) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (v) Keeping a record of files moving to and from the officer.
- (vi) All other work assigned by the officers.

### **3.17 Role of Multi-Tasking Staff (MTS)**

- (i) Movement of files /Dak internally and cleaning of office.
- (ii) Responsible for carrying office files/ records to CBDT or any other office when required.
- (iii) Entering details of outward files in file movement register and receipt of Dak in the Dak movement register in the office.
- (iv) Assisting the officer in maintenance of records and safe custody of the same.
- (v) Day to day office maintenance related work.



- (vi) Receiving stationary and refilling the same from the office of DDO along with receiving other office equipment such as computer, printer for the office use and ensuring proper functioning of these equipment.
- (vii) Other duties/works as assigned from time-to-time by superior authorities.

### **3.18 Role of Staff Car Driver**

- (i) Car driving and maintaining hygiene of the vehicles.
- (ii) Maintaining of logbook.

### **3.19 Role of Addl. Director General of Income Tax (ADG) (Vig) (East Zone/North Zone/West Zone/South Zone) (EZ/NZ/WZ/SZ)**

- (i) The ADG (Vig)(EZ/NZ/WZ/SZ), is the Chief Vigilance Officer for all Group 'B' cadres posted in the Pr. CCsIT of the respective region.
- (ii) Submitting Preliminary Scrutiny reports in respect of Group 'A' cases wherever directed by the DGIT along with their commendations.
- (iii) Conducting inspection / enquiries in respect of Group 'A' cases when directed by the DGIT (Vig.).
- (iv) Obtaining version of the officer and submitting a self-contained report along with the recommendations in respect of Group A officers.
- (v) Preparation and updation of 'Agreed List' in consultation with the CBI with respect to Group-B officers, at local level.
- (vi) The complaints received against Group-B officers involving vigilance angle is processed in the Directorate and taken to a logical conclusion.
- (vii) Conducting inspection / enquiries in respect of Group-B officers, first stage advice for initiation of penalty (major/minor) is given to the Disciplinary Authority.
- (viii) To monitor preparation of charge memorandum in the case of Group-B officers.
- (ix) Monitoring of the pending disciplinary proceedings in the region.
- (x) Preparation of draft charge memorandum in Group-A cases pertaining to the region.
- (xi) Preparation & updation of list of 'Officers of Doubtful Integrity' with respect to Group-A & B officers, at local level.

### **3.19.2 Administrative Functions**

- (i) To monitor overall work in the vigilance directorate relating to the respective zone.
- (ii) Holding quarterly meetings with the Pr. CCsIT of the region.

### **3.20 Role of Addl. Director of Income Tax/Joint Director of Income Tax [Addl. DIT/JDIT (EZ/NZ/WZ/SZ)]**

- (i) To supervise and monitor the vigilance related work relating to unit.
- (ii) To supervise and monitor all vigilance related work relating to jurisdiction allotted in their respective zone.
- (iii) To monitor and supervise preparation of Vigilance Inspection Reports, Preliminary Scrutiny Reports and reports on the complaints relating to Group-A and Group-B officers to the ADG.
- (iv) To supervise and monitor conduct of vigilance inspections by the officers and further examination of records, preparation of vigilance inspection reports.
- (v) To prepare self-contained reports after obtaining the version of the officers.
- (vi) To prepare all reports relating to complaints, vigilance inspection, Preliminary Scrutiny Reports, self-contained reports on vigilance matters relating to jurisdiction of the unit.
- (vii) To prepare letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (viii) To call for factual reports from the field and to submit Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group-A and Group-B cadres.
- (ix) To perform the role of a headquarters officer to ADG (Vig.) and to prepare all reports relating to complaints, vigilance inspection, Preliminary Scrutiny Reports, Self-contained reports on vigilance matters relating to jurisdiction of the unit.

### **3.21. Role of Deputy Director of Income Tax/Assistant Director of Income Tax [DDIT/ADIT (EZ/NZ/WZ/SZ)]**

- (i) To prepare self-contained reports after obtaining the version of the officers.
- (ii) To conduct vigilance inspections and examine the records.

- (iii) To prepare all reports relating to complaints, vigilance inspection, Preliminary Scrutiny Reports, self-contained reports on vigilance matters relating to jurisdiction of the unit.
- (iv) To prepare Vigilance Inspection reports in cases where inspections are conducted.
- (v) To prepare letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (vi) To call for factual reports from the field and to submit Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group-A and Group-B cadres.

### **3.22 Role of Income Tax Officer (ITO) (EZ/NZ/WZ/SZ)**

- (i) To prepare self-contained reports after obtaining the version of the officers.
- (ii) To assist in conduct of vigilance inspections and examine the records.
- (iii) To prepare self-contained reports after obtaining the version of the officers.
- (iv) To prepare all reports relating to complaints, vigilance inspection, Preliminary Scrutiny Reports, Self-contained reports on vigilance matters relating to jurisdiction of the unit.
- (v) To prepare Vigilance Inspection reports in cases where inspections are conducted.
- (vi) To prepare letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (vii) To call for factual reports from the field and to submit Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group-A and Group-B cadres.

### **3.23 Role of Sr. Private Secretary/Private Secretary (Sr. PS/PS) (EZ/NZ/WZ/SZ)**

- (i) Attending to phone calls.
- (ii) Fixing up appointments.
- (iii) Maintaining personal files.
- (iv) To assist the ADG (Vig.) in all secretarial matters including taking dictation and typing.

### **3.24 Role of Income Tax Officer (ITO) (Hq.) (EZ/NZ/WZ/SZ)**

#### **3.24.1 Technical Functions**

- (i) Preparation of all reports including DO, monthly reports, quarterly reports, Hindi reports, misc. reports, statistical reports relating to the region for submission to DGIT (Vig.).
- (ii) To handle grievances received through CPGRAMS portal, CPGRAM appeal proceedings.
- (iii) To act as CPIO of the Directorate, handle RTI applications and maintain register in respect thereof, handling of RTI appeals and drafting appellate order.
- (iv) To assist ADG (Vig.) in issuing vigilance clearances as per the guidelines issued from the O/o CVC and DoPT for the purpose of promotion, foreign travel, retirement, grant of MACP, issue of NOC for obtaining passport and periodical review under FR 56(j) and voluntary retirement under 56(k), maintaining records/registers w.r.t Vigilance Clearances and Complaints, calling of VC status report from the Zones.
- (v) Handling matters related to Disciplinary Proceedings, preparation and drafting of DP status of all the Zones and various statistical reports related to DP.
- (vi) To prepare Preliminary Scrutiny Reports, self-contained reports on vigilance matters relating to unit charge.

#### **3.24.2 Administrative Functions**

- (i) To monitor receipt and dispatch of all Dak.
- (ii) Prepare and update leave records of Group-B & C officials.
- (iii) Processing of Dak, letters related to earned leave, foreign visits, intimations related to acquisition of property and other administrative work after taking approval from competent authority.
- (iv) Transfer & posting of officers/officials after the approval of competent authority.
- (v) All other work relating to administration.
- (vi) Performing duties of LISO/BISO Nodal Officer.
- (vii) Preparation and processing of official tour programme of ADG/Addl. DIT/JDIT/DDIT/ADIT/ITO/ITI's w.r.t Directorate of Vigilance.

### **3.25 Role of Administrative Officer/Drawing & Disbursing Officer [AO/DDO (EZ/NZ/WZ/SZ)]**

- (i) To take care of overall administrative matters relating to the office of the ADG (Vig.) and to take care of all functions related to release of salaries and processing of bills.
- (ii) To process bills of vendors.
- (iii) To undertake work related to procurement of office equipment/ stationery through GeM.
- (iv) To prepare LPCs, grant advances, make recoveries.
- (v) Update and maintenance of service registers of officers and staff.
- (vi) To prepare salary bills/LTC bills/medical bills, to prepare arrears, to prepare form 16.
- (vii) Ensuring proper maintenance and checking of cashbook, contingent expenditure register, stock register, properties register, stamp register, stationery register, register of records destroyed, dead stock register, register of books and publications, service books, register of advance, pay bills, TA bills, LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt and dispatch register, stamp accounts.
- (viii) Ensuring timely preparation of pension, gratuity and provident fund papers in respect of all retiring officials so that payment of retirement benefits is made to the person concerned by the date of retirement.
- (ix) Ensuring timely submission of indent for forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the registers.
- (x) Ensuring annual physical verification and stock taking of records, and all movable/ immovable assets i.e. computers, printers, furniture, calculators, photocopying machines, FAX, PCs.
- (xi) Ensuring proper arrangements for repair of furniture, photocopying machines, FAX, PCs.

### **3.26 Role of Inspector of Income Tax (ITI) (EZ/NZ/WZ/SZ)**

#### **3.26.1 Technical Functions**

- (i) Assisting the officers in various correspondence with the DGIT office.

- (ii) Assisting the officers in dealing with CPGRAM and other grievance related matters.
- (iii) Assisting the officers in processing RTI matter.
- (iv) Assisting the officers in processing FCRA files for ID verification.
- (v) Assisting the officers in forwarding grievances and TEPs to the concerned authorities in field.
- (vi) Assisting the officer in preparation of Monthly reports, Quarterly reports, Misc. reports.
- (vii) Assisting in preparation of statistics.
- (viii) Assisting the officers in verification of documents received from field authorities.
- (ix) Assisting the officers in forwarding letters, reports received from various Zones including proposal to UPSC to DGIT (Vig.), Delhi.
- (x) Assisting the officers in updating of data/statistics of the cases in ITBA portal.
- (xi) Assisting the Addl. DIT/ DDsIT/ ITOs (Vig.)/ DDO/ AO.
- (xii) To assist the officers in conducting vigilance inspections and examine the records, preparation of inspection report where inspection was conducted.
- (xiii) To assist the officers in preparing letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (xiv) Drafting letters calling for factual reports from the field and to assist the officers in preparation of Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group-A and Group-B cadres.
- (xv) Assisting in forwarding the names of the officers received from respective Zones to be appointed as IO/PO for vigilance clearances of Group A officers to DGIT (Vig.), Delhi.
- (xvi) Assisting the officers in preparation & processing of salary bills and other bills.

### **3.26.2 Administrative Functions**

- (i) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (ii) Keeping a record of files moving to and from the officer.
- (iii) Circulation of tour programme and attending to arrangements relating to tours.

- (iv) Bringing to the notice of the officer important pending matters which require his urgent attention.

### **3.27 Role of Office Superintendent (OS) (EZ/NZ/WZ/SZ)**

- (i) To assist the Administrative Officer in matters relating to administration.
- (ii) To supervise the work relating to receipt and dispatch of Dak.
- (iii) To monitor all contingent employee.
- (iv) To assist the Administrative Officers in preparation of all administrative matters like preparation of bills, ensuring regular attendance, maintenance of leave registers, updating service registers.
- (v) To assist the officers in conducting vigilance inspections and examine the records, preparation of Inspection report where inspection was conducted.
- (vi) To assist the officers in preparing letter calling for the version of the officers pointing out the irregularities / lapses noticed and prepare a self-contained report.
- (vii) Drafting letters calling for factual reports from the field and to assist the officers in preparation of Preliminary Scrutiny Report on the allegations made in the complaint received against the officers of both Group-A and Group-B cadres.

### **3.28 Role of Tax Assistant (TA) (EZ/NZ/WZ/SZ)**

- (i) Preparation of all bills.
- (ii) Receipt and dispatch of Dak, miscellaneous correspondence with the higher authorities.
- (iii) Ensuring proper maintenance and checking of all records/ registers.
- (iv) Ensuring maintenance of guard files of circulars, notifications and instructions, register of registers and register of files, attendance register, casual leave register, service book.
- (v) Ensuring completeness, accuracy and timely submission of all the statistical reports and returns and proper maintenance of the supporting registers.
- (vi) Ensuring proper maintenance and checking of cash book, contingent expenditure register, diet money register, stock register, properties register, stamp register, stationary register, register of records destroyed, dead stock register, register of books and publications, service books, register of advances, pay bills, TA bills,

LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt & dispatch register and stamp accounts.

- (vii) Checking the quality of local purchases and ensuring observance of proper procedure while making purchases.
- (viii) Ensuring timely preparation of pension, gratuity and provident fund papers in respect of all retiring officials so that payment of retirement benefits is made to the person concerned by the date of retirement.
- (ix) Ensuring timely submission of indent for forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the register.
- (x) Ensuring annual physical verification and stock taking of records, and all movable/ immovable assets i.e. computers, printers, furniture, calculators, photocopying machines, FAX, PCs.
- (xi) Ensuring proper arrangements for repair of furniture, photocopying machines, FAX, PCs.
- (xii) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, record rooms, store rooms, corridors, bathrooms in the office building.
- (xiii) Providing facilities like lights, fans, drinking water to the officers, staff members.
- (xiv) Implementation of all rolls assigned to Office Superintendent in departmental application software.
- (xv) Maintenance of particulars of dates of joining and relieving of officers and staff.
- (xvi) Ensuring proper handing/ taking over of files and also ensuring that pending actions are duly indicated.
- (xvii) Arrangement of proper binding of registers, service book.
- (xviii) Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
- (xix) Assisting in typing work as and when assigned.
- (xx) Other duties as assigned from time-to-time by superior authorities.

### **3.29 Role of Stenographer (EZ/NZ/WZ/SZ)**

- (i) To assist the officers of the Directorate in all secretarial matters.
- (ii) Attending to inward and outward telephone calls.
- (iii) Keeping note of engagements, meetings and reminding the officer well in time.



- (iv) Getting required papers ready for meetings and appointments.
- (v) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (vi) Keeping a record of files moving to and from the officer.
- (vii) Circulation of tour programme and attending to arrangements relating to tours.
- (viii) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (ix) All other work assigned by the officers.

### **3.30 Role of Multi-Tasking Staff (MTS) (EZ/NZ/WZ/SZ)**

- (i) Maintenance of files and attending to work related to the authority with whom such official is attached.
- (ii) Responsible for carrying office files/records to CBDT and CVC or any other office, when required.
- (iii) Entering details of outward files in file movement register and receipt of Dak in the Dak movement register in the office.
- (iv) Assisting the officer in maintenance of records and safe custody of the same.
- (v) Day to day office maintenance related work.
- (vi) Receiving stationery and refilling the same from the office of DDO.
- (vii) Receiving other office equipment such as computer, printer for the office use and ensuring proper functioning of these equipment.
- (viii) Other duties as assigned from time-to-time by superior authorities.

### **3.31 Role of Staff Car Driver (EZ/NZ/WZ/SZ)**

- (i) Car driving and maintaining hygiene of the vehicles.
- (ii) Maintaining of log book.

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