



Manual of Office Procedure for Directorate of Income Tax (TPS-II and Recovery) [Recovery] 2024

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

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



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

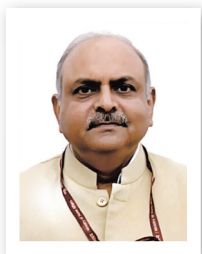
Ravi Agrawal, I.R.S.
Chairman, CBDT



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.

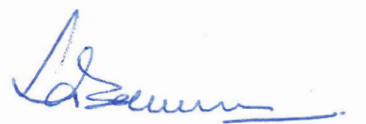
In view of these advancements, the department decided to undertake a comprehensive review of its organizational structure and processes. To steer this initiative, a committee was constituted with the objective of redefining, realigning, and reassigning roles at all levels within different verticals of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



प्रवीण कुमार, भा.रा.से.

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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

(TAXPAYER SERVICES-II AND RECOVERY)

[RECOVERY]

1. Introduction

1.1 The Directorate of Income Tax (Recovery) earlier used to be headed by Additional Director General of Income Tax (Recovery). Oversight over the work of recovery is now done by Principal Additional Director General of Income Tax (Pr.ADG)/Additional Director General of Income Tax (ADG) (TPS-II and Recovery). The officers and officials working under the hierarchy of erstwhile Additional Director General (Recovery) now report to Pr.ADG/ADG (TPS-II) vide Order dated 28.04.2021 of Directorate of Income Tax (Human Resource Development), Central Board of Direct Taxes. Presently, the main task of officers in the areas of recovery is to monitor dossier cases across the country with a limit of Rs.500 crore and above. Besides monitoring dossier cases, the Directorate of (TPS-II and Recovery) also acts as Nodal Office for seeking information from Financial Intelligence Agency (FIU) in connection with recovery of demand proceedings by the respective Assessing Officers across the country and disseminating the same to the concerned A.Os after receipt of information from the FIU.

1.2 This Directorate assumes significant importance as it provides valuable support to the field formations across the country in matters relating to dossier cases. This manual outlines functions of the Directorate in respect of recovery.

2. Broad Functions

- (a) Monitoring of dossiers above Rs.500 crore, recovery matters thereto.
- (b) Processing of matters relating to publication of names of tax defaulters - collecting, collating and processing information of PAN India charges.
- (c) Analysis of confidential matters relating to recovery, processing of FIU data and dissemination of information thereto as nodal agency.
- (d) Processing of proposals relating to write-off for and on behalf of CBDT and its analysis thereto.

- (e) PAC, standing committee matters relating to recovery above Rs.500 crore and inputs thereof.
- (f) Confidential matters relating to recovery, intelligence inputs via FIU reports.

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

The officers of Directorate of TPS-II and Recovery report to the Principal Director General of Income Tax (Pr. DGIT) (Admn. & TPS). The Principal Director General of Income Tax (Admn. & TPS) monitors and supervises the duties and functions performed by the Directorate.

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

4.1 Technical Functions

- (i) Monitoring of dossiers above Rs.500 crore, recovery matters, monthly DOs, statistical data relating to prosecution, write-off and PAC matters.
- (ii) Processing of matters relating to write-off, analysis thereto.
- (iii) Processing of FIU data mining as nodal agency and dissemination of information thereto.
- (iv) Analysis of confidential matters relating to recovery.
- (v) Processing of matters relating to publication of names of tax defaulters.
- (vi) To monitor and supervise overall work and administration in monitoring of dossiers above Rs.500 crore.

4.2 Administrative Functions

- (i) To control and supervise the overall work as Head of the Department of the Directorate.
- (ii) Administrative work related to transfer.
- (iii) To monitor all the functions of Drawing and Disbursing Officer for Gazetted and non-Gazetted personnel of the Directorate.
- (iv) Matters pertaining to leave of staff and officers.
- (v) To monitor all the matters related to record management like preparation of pay bills, TA Bills, contingent bills, bills of various advances, bills of over time allowance, tuition fee, medical reimbursement and maintenance of allied registers.

- (vi) To monitor all the matters related to generation and distribution of monthly pay slip for each employee, maintenance of guard files regarding circulars.
- (vii) To monitor the issue of CGHS/ identity cards.
- (viii) To monitor all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (ix) To monitor work of annual physical verification and stock taking of records and stationery.
- (x) Dealing with references relating to Conduct Rules, including immovable property returns.
- (xi) To monitor work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xii) Preparation of all schedules and statements for recovery of loans and advances.
- (xiii) To monitor all the work related to maintenance of service books, stock register, leave register, asset register and verification of service particulars in APARs of officers and staff.
- (xiv) To monitor preparation of pension and other retirement related papers and forwarding thereof.
- (xv) Getting APARs of staff members written and countersigned in time.
- (xvi) 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.
- (xvii) To monitor matters relating to establishment/administrative matters i.e. maintenance of attendance registers, fixation of pay.
- (xviii) Sanction of advances.
- (xix) To monitor maintenance of office buildings, payment of rents, water, electricity and telephone bills, Compilation of figures from ZAO and Banks.
- (xx) To monitor functions related to GeM, PFMS and e-Bhavishya.
- (xxi) To monitor calculation & deduction of Income-tax.
- (xxii) To monitor preparation of expenditure budget.

- (xxiii) To monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence statements.
- (xxiv) To monitor the binding of service books and registers.
- (xxv) 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 and telephone register.

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

5.1 Technical Functions

- (i) To assist Pr.ADG/ADG in discharging duties and functions assigned with respect to following up of directions provided by the Directorate, processing of matters relating to publication of names of tax defaulters, collecting and collating information PAN India.
- (ii) To assist Pr.ADG/ADG in following up of directions provided by the Directorate.
- (iii) To assist Pr.ADG/ADG in discharging duties and functions in matters relating to Financial Intelligence Unit (FIU).
- (iv) Any other work assigned by the Pr.ADG/ADG or his/her superior officers.

5.2 Administrative Functions

- (i) To assist Pr. ADG/ADG in discharging various duties & functions assigned by Pr.ADG/ADG.
- (ii) Supervision of all technical works done by DDsIT/ADsIT and the subordinate officers, administrative matters and any other report.
- (iii) Matters related to general administration of the office.
- (iv) Discharge of duties as the Chairman of the Purchase Committee.
- (v) To assist Pr.ADG/ADG in monitoring of 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 monitoring all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence statements.
- (viii) Getting the 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 over time allowance, tuition fee, medical reimbursement and maintenance of allied registers.
- (xi) To assist Pr.ADG/ADG in monitoring all the matters related to generation and distribution of monthly pay slip for each employee.
- (xii) Maintenance of guard files regarding circulars.
- (xiii) Assisting in the issue of CGHS/ identity cards.
- (xiv) To assist Pr.ADG/ADG in monitoring all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (xv) To assist Pr.ADG/ADG in monitoring work of annual physical verification and stock taking of records and stationery.
- (xvi) Dealing with references relating to Conduct Rules, including immovable property returns.
- (xvii) To assist Pr.ADG/ADG in monitoring work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xviii) Preparation of all schedules and statements for recovery of loans and advances.
- (xix) To assist Pr.ADG/ADG in monitoring all the works related to maintenance of service books, stock register, leave register and asset register.
- (xx) Verification of service particulars in APARs of officers and staff.
- (xxi) To assist Pr.ADG/ADG in monitoring preparation of pension and other retirement related papers and forwarding thereof.
- (xxii) Getting APARs of staff members written and countersigned in time.
- (xxiii) To assist Pr.ADG/ADG in monitoring of 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.

- (xxiv) To assist Pr.ADG/ADG in monitoring of establishment/administrative matters i.e. maintenance of attendance registers and fixation of pay.
- (xxv) Sanction of advances.
- (xxvi) To assist Pr.ADG/ADG in monitoring of maintenance of office buildings, payment of rents, water, electricity and telephone bills, compilation of figures from ZAO and Banks.
- (xxvii) To assist Pr.ADG/ADG in monitoring functions related to GeM, PFMS and e-Bhavishya.
- (xxviii) To assist Pr.ADG/ADG in monitoring of calculation & deduction of Income-tax.
- (xxix) To assist Pr.ADG/ADG in monitoring of preparation of expenditure budget.

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

6.1 Technical Functions

- (i) To assist Pr.ADG/ADG and Addl. DIT (Recovery) in discharging duties and functions assigned with respect to analysis of confidential matters relating to recovery, processing for FIU data mining as nodal agency and dissemination of information thereto.
- (ii) To assist Pr.ADG/ADG/Addl. DIT in following up of directions provided by the Directorate.
- (iii) Prepare monthly DO letters with respect to work done during the month.
- (iv) To assist Addl. DIT in vigilance matters.
- (v) To assist Pr.ADG/ADG/Addl. DIT in preparation of monthly DOs.
- (vi) Any other work assigned by the Addl./Jt. DIT or his/her superior officers.
- (vii) To assist the Pr.ADG/ADG and Addl./Jt. DIT in discharging various duties & functions.
- (viii) Parliament and RTI matters.

6.2 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 matters relating to 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 and 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 and 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 over time allowance, tuition fee, medical reimbursement and maintenance of allied registers.
- (xiii) To assist Addl. DIT in all the matters related to generation and distribution of monthly pay slip for each employee.
- (xiv) Maintenance of guard files regarding circulars.
- (xv) Assisting in the issue of CGHS/ identity cards.
- (xvi) To assist Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (xvii) To assist Addl. DIT in work of annual physical verification and stock taking of records and stationery.
- (xviii) Dealing with references relating to Conduct Rules, including immovable property returns.

- (xix) To assist Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xx) Preparation of all schedules and statements for recovery of loans and advances.
- (xxi) To assist Addl. DIT in all the work related to maintenance of service books, stock register, leave register and asset register.
- (xxii) Verification of service particulars in APARs of officers and staff.
- (xxiii) To assist Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- (xxiv) Getting APARs of staff members written and countersigned in time.
- (xxv) 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.
- (xxvi) To assist Addl. DIT in dealing with establishment/administrative matters i.e. maintenance of attendance register and fixation of pay.
- (xxvii) Sanction of advances.
- (xxviii) To assist Addl. DIT in maintenance of office buildings, payment of rents, water, electricity and telephone bills, Compilation of figures from ZAO and Banks.
- (xxix) To assist Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.

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

7.1 Technical Functions

- (i) To assist Pr.ADG/ADG and Addl. DIT(Recovery) in discharging duties and functions assigned with respect to monitoring of dossier cases and providing data analysis to CBDT for policy, decision making and other matters as desired by CBDT.
- (ii) Parliament Questions.
- (iii) To look after the work of Rajbhasha related matters in absence of AD (OL), work related to license of Video Conference Software.

- (iv) To assist and perform all the functions related to various reports, study materials and other matters arising out of completed projects/assignments with the higher Authorities of Recovery.
- (v) Matters related to ASK, monthly DO letter by Pr.ADG/ADG, processing of all contract agreements in GeM or otherwise if required, purchase of equipments and maintenance thereof, Vigilance matters, other administrative & establishment matters and any other work assigned by the higher authorities.
- (vi) Work related to monthly DO letter by Pr.ADG/ADG.
- (vii) Research analysis.
- (viii) To assist Pr.ADG/ADG/Addl. DIT in follow up of directions provided by the Directorate.
- (ix) To assist Pr.ADG/ADG/Addl. DIT in preparation of monthly DOs.
- (x) Rajbhasha matters.
- (xi) Any other work assigned by the Addl.DIT/Jt. DIT or his/her superior officers.

7.2 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 and 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 and 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

over time allowance, 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 and service certificates.
- (xiii) To assist Addl. DIT in 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 Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- (xvi) Verification of service particulars in APARs of officers and staff.
- (xvii) To assist Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- (xviii) Getting APARs of staff members written and countersigned in time.
- (xix) 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.
- (xx) To assist Addl. DIT in dealing with establishment/administrative matters i.e. maintenance of attendance registers and fixation of pay.
- (xxi) Sanction of advances.
- (xxii) To assist Addl. DIT in maintenance of office buildings, payment of rents, water, electricity and telephone bills.
- (xxiii) Compilation of figures from ZAO and Banks.
- (xxiv) To assist Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.
- (xxv) To assist Addl. DIT in calculation & deduction of Income-tax.
- (xxvi) To assist Addl. DIT in preparation of expenditure budget.
- (xxvii) To assist Addl. DIT in Swachh Bharat Mission.

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

- (i) To function as DDO, supervision of operational vehicles, all the works related to administration and coordination including establishment matters pertaining to 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) Getting the binding of service books and registers.
- (vi) Preparation of pension and other retirement related papers and forwarding thereof.
- (vii) 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.
- (viii) Preparation of pay bills, TA Bills, contingent bills, bills of various advances, bills of over time allowance, tuition fee, medical reimbursement and maintenance of allied registers.
- (ix) Getting APARs of staff members written and countersigned in time.
- (x) Generation and distribution of monthly pay slip for each employee.
- (xi) Maintenance of guard files regarding circulars.
- (xii) Assisting in the issue of CGHS/identity cards.
- (xiii) Issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (xiv) Matters relating to allotment of residential accommodation.
- (xv) Purchase and printing/indenting of forms and stationery.
- (xvi) Annual physical verification and stock taking of records and stationery.
- (xvii) Dealing with references relating to Conduct Rules, including immovable property returns.
- (xviii) 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.

- (xix) 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.
- (xx) Dealing with establishment/administrative matters i.e. maintenance of attendance registers and fixation of pay.
- (xxi) Sanction of advances.
- (xxii) Maintenance of service books, stock register, leave register and asset register.
- (xxiii) Verification of service particulars in APARs of officers and staff.
- (xxiv) Functions related to GeM, PFMS and e-Bhavishya.
- (xxv) Calculation & deduction of Income-tax.
- (xxvi) Preparation of periodical statements/returns.
- (xxvii) Preparation of expenditure budget.
- (xxviii) Any other work assigned by the superior authorities.

9. Role of Senior Private Secretary/Private Secretary

- (i) To perform the various works assigned by Pr.ADG/ADG like taking dictation, typing, attending phone calls, checking of official mails and secretarial work.
- (ii) Maintenance of all the office records.
- (iii) Attending visitors and fixation/cancellation of appointments.
- (iv) Attending inward and outward telephone calls.
- (v) Checking of official mails.
- (vi) Keeping note of engagements, meetings and reminding the officer well in time.
- (vii) Maintenance of confidential files/correspondence relating to APAR.
- (viii) Getting required papers ready for meetings and appointments.
- (ix) Maintaining files relating to minutes of meetings and discussion and sending intimations regarding follow up action.
- (x) Keeping record of files moving to and fro from the officer.
- (xi) Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- (xii) Circulation of tour programme and making 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.
- (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) Taking dictation and transcription.
- (xx) Any other work of official nature specifically entrusted by the superior officers.

10. Role of Inspector of Income Tax (ITI)

10.1 Technical Functions

- (i) To assist Addl. DIT(Recovery) and ADIT(Recovery) in discharging duties and functions assigned with respect to strategising for augmenting revenue collections, arrear demand recovery and providing data analysis to CBDT for policy, decision making and other matters as desired by CBDT.
- (ii) To assist Addl. DIT(Recovery) and ADIT(Recovery) in day to day office work.
- (iii) To assist Addl. DIT(Recovery) and ADIT(Recovery) in preparation of monthly DOs.
- (iv) Any other miscellaneous work assigned to them.

10.2 Administrative Functions

- (i) Administration & Coordination including establishment matters.
- (ii) Assisting in matters related to administration and budget.
- (iii) Any other work assigned by the Jt./Addl. DIT or his/her superior officers.
- (iv) Digitalization of records.
- (v) To assist Addl. DIT in Swachh Bharat Mission.
- (vi) To assist Addl. DIT in RTI matters.
- (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 and 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 and 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 over time allowance, tuition fee, medical reimbursement and maintenance of allied registers.
- (xiii) To assist Addl. DIT in all the matters related to generation and distribution of monthly pay slip for each employee.
- (xiv) Maintenance of guard files regarding circulars.
- (xv) Assisting in the issue of CGHS/ identity cards.
- (xvi) To assist Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- (xvii) To assist Addl. DIT in work of annual physical verification and stock taking of records and stationery.
- (xviii) Dealing with references relating to Conduct Rules, including immovable property returns.
- (xix) To assist Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.

11. Role of Office Superintendent (OS)

- (i) Work as care taker, maintenance of office assets and fixture, cleanliness and plantation, MTNL, electricity and water supply.
- (ii) Payment of electricity bills, telephone bills, professional bills, LTC bills and uploading of all bills.
- (iii) Issue of stationery & other items.
- (iv) Water & potted plant bills.
- (v) Payment and reimbursement of all officers residential telephone bills.
- (vi) Any other work assigned by the higher authorities.

12. Role of Senior Tax Assistant (Sr. TA) (now OS)

12.1 Technical Functions

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

12.2 Administrative Functions

- (i) Swachhata Abhiyan related work.
- (ii) Preparation of all bills.
- (iii) Ensuring proper maintenance and checking of all records/registers.
- (iv) Ensuring maintenance of guard files of circulars, notifications and instructions, register of files, attendance register, casual leave register and service books.
- (v) 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 & dispatch register and stamp accounts.
- (vi) 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.
- (vii) Ensuring timely submission of indent forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the registers.
- (viii) Ensuring annual physical verification and stock taking of records, and all moveable/immovable assets i.e. computers, printers, furniture, calculators, photocopying machines and fax machine.
- (ix) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, record rooms, store rooms, corridors and bathrooms in the office building.
- (x) Providing facilities like lights, fans and drinking water to the officers and staff members.
- (xi) Maintenance of particulars of dates of joining and relieving of officers and staff.
- (xii) Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
- (xiii) Miscellaneous correspondence with the higher authorities.

- (xiv) Ensuring proper handing/taking over of files and also ensuring that pending actions are duly indicated.
- (xv) Any other work specifically assigned.

13. Role of Junior Translation Officer

13.1 Technical Functions

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

13.2 Administrative Functions

- (i) Work related to establishment and leave matters.

14. Role of Tax Assistant (TA)

14.1 Technical Functions

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

14.2 Administrative Functions

- (i) Swachhata Abhiyan related work.
- (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 files, attendance register, casual leave register and service books.
- (v) Ensuring proper maintenance and checking of cash book, contingent expenditure register, diet money 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 advances, pay bills, TA bills, LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt and dispatch register and stamp accounts.
- (vi) Checking the quality of local purchases and ensuring observance of proper procedure while making purchases.
- (vii) 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.

- (viii) Ensuring timely submission of indent forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the register
- (ix) Ensuring annual physical verification and stock taking of records, and all moveable/immovable assets i.e. computers, printers, furniture, calculators, photocopying machines and fax machines.
- (x) Ensuring proper arrangements for repair of furniture, photocopying machines, fax machines and computers.
- (xi) Ensuring cleanliness and general maintenance of all staff rooms, officers' rooms, record rooms, store rooms, corridors and bathrooms in the office building.
- (xii) Providing facilities like lights, fans, drinking water to the officers and staff members.
- (xiii) Implementation of all roles 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 and service books.
- (xvii) Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
- (xviii) Miscellaneous correspondence with the higher authorities.
- (xix) Other duties as assigned from time-to-time by superior authorities.

15. Role of Stenographer

- (i) Receipt and dispatch of Dak.
- (ii) Swachhata Abhiyan related work.
- (iii) To assist the officers of the Directorate in all secretarial matters.
- (iv) To take dictation, maintenance of files and any other work assigned by Pr.ADG/ADG/concerned officers.
- (v) Attending to inward and outward telephone calls.
- (vi) Keeping note of engagements, meetings and remaining the officer well in time.
- (vii) Getting required papers ready for meetings and appointments.
- (viii) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (ix) Keeping a record of files moving to and fro from the officer.

- (x) Circulation of tour programme and making arrangements relating to tours.
- (xi) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (xii) Any other work of official nature specifically assigned (including typing and comparison work, maintenance of confidential files, maintenance of copying register).
- (xiii) All other work assigned by the officers.

16. Role of Notice Server

- (i) Swachhata Abhiyan related work.
- (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.
- (vi) Any other work of official nature, specifically assigned.

17. Role of MTS

- (i) Swachhata Abhiyan related work.
- (ii) Movement of files/Dak and cleaning of office.
- (iii) Supervising general cleanliness and upkeep of the section/units done by contractual staff.
- (iv) Arranging the furniture, records and other documents/registers in the office rooms.
- (v) Dusting of furniture.
- (vi) Opening and closing of rooms.
- (vii) Physical maintenance of records of the section/office.
- (viii) Making available record as and when required.
- (ix) Placing of papers in relevant files.
- (x) Attending to the officers.
- (xi) Carrying of files and other papers within the building.
- (xii) Operating and maintaining photocopier machine and sending of fax.
- (xiii) Other non-clerical work in the section/unit/office.

- (xiv) Assisting in routine office work like diary, dispatch including on computer.
- (xv) Timely Delivery of Dak.
- (xvi) Movement of files and Dak internally.
- (xvii) Responsible for carrying office files/records to CBDT or any other office, when required.
- (xviii) Entering details of outward files in file movement register and receipt of Dak in the Dak movement register in the office.
- (xix) Assisting the officer in maintenance of records and safe custody of the same.
- (xx) Cleaning of office.
- (xxi) Receiving stationery and refilling the same from the office of DDO.
- (xxii) Receiving other office equipment such as computers, printers for the office use and ensuring proper functioning of these equipment.
- (xxiii) Any other work of official nature, specifically assigned.

18. Role of Car Driver

- (i) Drive Staff Car.
- (ii) Any other work assigned by the superior officers.



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