

F.No. 380/1/2020-IT(B)  
Government of India/ भारत सरकार  
Ministry of Finance/ वित्त मंत्रालय  
Department of Revenue/(राजस्व विभाग)  
Central Board of Direct Taxes/(केन्द्रीय प्रत्यक्ष कर बोर्ड)  
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North Block, New Delhi  
08<sup>th</sup> May, 2020

To

All Pr. Chief Commissioners / Pr. Director Generals of Income Tax

Subject: Central Action Plan for the First Quarter (April, 2020 to June, 2020) of the  
F.Y. 2020-21 – regarding-

Madam/Sir,

I am directed to forward herewith the Central Action Plan for the First Quarter i.e. (April, 2020 to June, 2020) of the F.Y. 2020-21. You are requested to circulate the same amongst all the officers in your region/charge for necessary action

Yours faithfully,




(Mahesh Kumar)  
Director (IT-Budget), CBDT  
Tele: 23092641  
E Mail: [dirbud-cbdt@nic.in](mailto:dirbud-cbdt@nic.in)

Encl: As above

Copy to:

1. PPS to Chairman & Members in the CBDT.
2. All the Commissioners & Joint Secretaries of the CBDT
3. Database Cell for uploading on the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in)



(Mahesh Kumar)  
Director (IT-Budget), CBDT

**Interim Action Plan for the first quarter of Financial  
Year 2020-21**

Board brings out Interim Action Plan every year for the first quarter of the Financial Year giving certain targets to the field formations in Key Result Areas. However, due to unprecedented situation arising out of Covid-19 pandemic outbreak this year, relatively short Interim Action Plan for first quarter of F.Y. 2020-21 is issued. The main emphasis of this Interim Action Plan is in-house cleaning and preparedness for the work when normalcy returns. **It is to be high-lighted here that no communication with the assessee having adverse effect on him/her is to be done during this period till fresh guidelines in this regard are issued by the Board.**

Key Result Areas (KRA)		Time frame
<b>A. Assessment Related Work:</b>		
(i)	Identification and preparedness regarding issuance of notice u/s 148 in all eligible P-Z category cases, made available by Directorate of Systems in the AIMS module of ITBA, as mentioned in Board's letter F.No. 225/85/2020/ITA-II dated 19 <sup>th</sup> March, 2020. <b>However, these notices u/s 148 are to be issued only after getting fresh communication from the Board in this regard.</b>	30.06.2020
(ii)	Uploading on System the manual orders issued u/s 147 and 263	30.06.2020
(iii)	<b>Audit Objections:</b> <b>Identification and preparedness regarding:</b> (a) Final settlement in 75% Major and Minor Revenue and Internal Audit Objections raised up to 31.03.2019. Final settlement of at least 50% of Major and 75% of Minor Revenue and Internal Audit Objections (separately) raised up to 31.03. 2020.	30.06.2020
(iv)	<b>Central Charges:</b> (a) Centralization in all eligible cases (by passing order u/s 127) where search took place in FY 2019-20 in the Central charges. However, inter-city transfer of cases should be kept on hold. (b) Decentralization of cases to be completed as per existing instructions by the Central charges.	30.06.2020
<b>B. Demand Related Work: (including International Taxation, Central, Exemption and TDS Charges)</b>		
(i)	Preparedness for disposal of applications u/s 154 filed by the assessee and giving appeal effects in all eligible cases.	30.06.2020
(ii)	Checking of all demands PAN -wise and Year-wise from Systems, AST/TMS or Manual demand wherever remaining and removal of all duplicate demands.	30.06.2020
(iii)	Reconciliation of brought forward cases (as on 01.04.2020) of TDS reported by AINs with payment through OLTAS by State AGs based on report available on TRACES portal for TDS units.	30.06.2020

**C. Exemptions Units**

(i)	Cases falling under the jurisdiction of CCIT (Exemptions) which are still lying at incorrect jurisdictions to be identified and transferred to respective CsIT (Exemptions). However, inter-city transfer of cases should be kept on hold	30.06.2020
(ii)	Disposal of all applications for grant of registration under section 12AA or 80G of the Income- tax Act, 1961 received up to 31 <sup>st</sup> March, 2020.	
(iii)	Disposal of all petitions filed up to 31 <sup>st</sup> March, 2020 seeking condonation of delay in filing Form 10 & 10B.	
(iv)	Completion of consequential rectification by Assessing Officers in all cases wherein condonation has been allowed by the CIT for delay in filing Form 10 or 10B.	

**D. Pr. Chief Commissioners / Chief Commissioners and Pr. Commissioners / Commissioners**

(i)	Completion of all the inspection/reviews for FY 2019-20.	30.06.2020
(ii)	Disposal of at-least 25% compounding applications pending as on 01.04.2020.	
(iii)	The annual exercise of updating Asset Register (as on 31.03.2020)	
(iv)	Identification and withdrawal of non-prosecutable appeals by the collegium of CCsIT/ DGsIT.	
(v)	Preparation and updating of PD Account in ITBA by Pr. CITs for all transactions up to 31.03.2020 and onwards.	
(vi)	Disposal of all CPGRAMS grievance older than 30 days.	
(vii)	All rent related proposals (revision of rent or new lease agreements) to be submitted after completing all formalities to the Board.	
(viii)	Holding of all DPCs at all grades (Group-B & C) within the cadre control of the Pr. CCIT and issue of orders.	