

ASSESSMENT PROCEDURE (GENERAL)

The Income Tax Department switched over to a computerised mode of processing of returns and the related actions using AST software at stations which are already on the network. At stations which are not yet on the network Tax Management System (TMS) software on stand alone computers is to be used till such time as they are brought on the network. For computerised processing of returns etc., it is necessary to understand the scheme and the basic operation of the customised application software developed by the department for this purpose.

SECTION - 1 : USING DEPARTMENTAL APPLICATION SOFTWARE

1.1 Application software : In order to ensure uniformity of application software, and consistency and integrity of data as well as the software, the following customised application software have been developed which are relevant for discharging assessment functions in a fully computerised environment :-

- i. Manpower Management System (MMS)
- ii. Initial PAN Allotment System (IPAN)
- iii. Assessee Information System (AIS)
- iv. Tax Accounting System (TAS)
- v. Assessment Information System (AST)
- vi. Individual Running Ledger Account System (IRLA)
- vii. Judicial Reference System (JRS).

These are integrated application systems (except JRS, which is an off-line system) which can be accessed through any computer which is on the network.

1.2 Of these, the Tax Accounting System (TAS) relating to processing of challans, is implemented centrally in the Computer Centres. The Judicial Reference System, containing judicial decisions of high Courts, Supreme Court, CBDT Circulars and Instructions etc. is supplied to all users on CDs called TAEXPERT every Quarter.

1.3 The Manpower Management System is used to identify each employee of the Department by a uniquely generated employee number, before he is permitted to work on the Departmental Application Software. Details of MMS are given in the chapter relating to Office Management.

SECTION - 2 : PERMANENT ACCOUNT NUMBER

2.1 Permanent Account Number is basically a method of identifying a taxpayer on the computer system through a unique All-India number so that all information relating to that taxpayer, e.g. taxes paid, refunds issued, outstanding arrears, income disclosed, transactions entered etc. can be linked to him through the computer system. Processing of return of an assessee or other actions on AST software is not possible unless PAN has been allotted to him

Sample Office Procedures Manual

A Gutmann



Sample Office Procedures Manual:

Decoding **Sample Office Procedures Manual**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Office Procedures Manual**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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