

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

Mike Jess



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Simple Maintenance Office Procedures Manual Susan Welt, 1981 *N.R.O.T.C. Office Procedures Manual* United States. Bureau of Naval Personnel, 1958 *The Ophthalmic Office Procedures Handbook* Leonid Skorin, Nathan R Lighthizer, Richard Castillo, Selina McGee, Karl Stonecipher, 2023-11-29 Offering practical guidance to those who are learning or already performing office based ophthalmic procedures The Ophthalmic Office Procedures Handbook reviews all current procedural and surgical techniques routinely performed in an office or minor surgery suite Written by Leonid Skorin Nate Lighthizer Selina McGee Richard Castillo and Karl Stonecipher this unique handbook is an excellent resource for all eye care providers both those performing the procedures as well as those who are co managing pre and post operative visits

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control *Professional Practice for Landscape Architects* Rachel Tennant, Nicola Garmory, Clare Winsch, 2015-09-16 Professional Practice for Landscape Architects third edition deals with the practical issues of being a successful landscape architect professional Endorsed by the Landscape Institute this book is an indispensable guide for licentiate members of the Institute on their Pathway to Chartership It follows the revised 2013 syllabus covering all aspects of professional judgement ethics and values the legal system organisation and management legislation and the planning system environmental policy and control procurement and implementation It also serves as a reminder and reference for fully qualified professionals in their everyday practice and for landscape students Valuable information is presented in an easy to follow manner with diagrams and schedules key acts professional documents and contracts clearly explained and made easy to understand A handy list of questions are included to aid with P2C revision answers of which are found within the text Modern Dental Assisting - E-Book Doni L. Bird, Debbie S. Robinson, 2020-03-13 Easily master all aspects of dental assisting with the most up to date and most trusted text available For more than 40 years students and practitioners alike have relied on Modern Dental Assisting for its cutting edge content easy to grasp writing style step by step procedures and top notch visuals And the new 13th edition is no exception With updated content including the latest technological advancements clinical photographs and new coverage on cultural diversity and how it relates to patient care this new edition will guide you from your first day of class all the way to your first job in dental assisting UNIQUE Trusted expert authors Doni Bird and Debbie Robinson present information and procedures in a way that makes it easy for students to understand and apply the material Comprehensive cutting edge content is presented in approachable writing style Step by step procedures for general and expanded functions use color coding and clinical photos to demonstrate key dental assisting competencies 70 procedural videos include

questions and answers correlated to the chapter procedures with closed captioning in English and Spanish and audio narration in English UNIQUE Interactive Dental Office program provides in depth case studies integrated with periodontal charting radiographic mounting and more Dentrix practice management software on Evolve enables students to work with patient data much like they will in the office environment Recall and Critical Thinking questions in each chapter provide opportunities for practice and application Feature boxes on infection control and CDC practice patient education and law and ethics summarize recommendations and key applications in practice Key terminology list helps students better comprehend the chapter and how the information applies to dentistry practice Learning and performance outcomes set goals for what students will accomplish and serve as checkpoints for comprehension and skills mastery NEW Information on cultural diversity grounds students in this important topic and how it relates to patient care and patient communication UPDATED art program provides vivid original renderings of dental anatomy tooth morphology and dental imaging along with improved photos of the latest products equipment and instruments NEW Coverage of the latest advances in general and specialty dental care covers technological advancements public health and access to care teledentistry infection control guidelines the Zika virus Ebola the oral systemic health connection and more NEW Updated critical thinking and recall questions challenge students and provide recollection skills

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Compendium of Research Reports, 1980

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