

2821

Annual Performance Appraisal Report

For

Income Tax Officer

Name of the Officer : RAVINESH KUMAR

Period of Report : 06/09/2019 to 31/03/2020



Section I
BASIC INFORMATION
(To be filled in by the Head of Department)
Period of Report from : 06/09/2019 to 31/03/2020

1. Name of the officer reported upon :	RAVINESH KUMAR
2. Service :	CBDT-GroupB
3. Year of recruitment :	2010
4. Year of allotment :	2010
5. Civil List/Employee Code No :	153594
6. Category to which the officer belongs: Gen/OBC/SC/ST :	OBC
7. Date of Birth :	26/01/1973
8. Present Grade :	ITO GR B
9. Present post held by the officer during the period reported upon :	ITO I&CI, ROURKELA
10. Date of appointment to present post :	09/07/2018

11. Reporting and Reviewing Authority*

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority	SUBHRO DAS	JCIT/Addl.CIT/JDIT/Addl.DIT	06/09/2019	31/03/2020
Reviewing Authority	SASMITA MISRA	_ CIT/DIT/ADG	06/09/2019	31/03/2020

12. Period of absence on leave etc.

Sl. No.	Absence Category	Period		Type	Remarks
		From	To		
1					NIL

13. Education and training programs for which nominated and attended.

Sl.No.	Nominated	Attended	Institute	Subject	Reason for non-attendance
1	NO				

14. Awards/Honours :

NO

15. Penalties, if any, imposed during the year :

NO

16. Date of filing the annual immovable property return for year ending December :	15/01/2020
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17. Position of Staff posted with the officer as on 31st December of the year :

Designation	Sanctioned Strength	Actual Strength
ITI	2	2
MTS	1	1

18. Has the officer completed APARs of Group 'B' officers and other officials working under him/her, in respect of the previous reporting year, within the stipulated time?

YES

Date : 27/08/2020

Signature on behalf of Head
of Department
N/A MALAY BEHERA
(153239)-
_ ITO

Content of this section is Digitally Signed by Malay Kumar Behera on 27/08/2020 07:16:59 using eSign Service



2020-06092019-31032020-2273291-15608489482946139

Section II
Self Appraisal
(To be filled in by the Officer Reported upon)

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, not more than 100 words) This is an important aspect of the APAR. Please clearly state the work expected to be performed and your perception of the required objectives and achievements.

During the period under consideration, I was required to perform the verification work in pending cases, to conduct surveys/inspections on third parties and to conduct outreach programmes for awareness related to requirement for filing of SFT by the different financial entities. During the period of consideration, verification in 24 cases were completed and two cases were transferred to the other jurisdictional officer for verification and 04 numbers of inspections were conducted on third parties and 0ers of 2 numbers of outreach programmes were also conducted.

2. Annual work allocated, completed and achievements (for posts other than assessment, in not more than 200 words):

During the period under consideration, the total pendency for verification of Non-PAN cases were 140 and out of which in 24 numbers of cases verification was completed and 02 cases were transferred to other jurisdiction. I was also required to make some inspections/surveys on third parties and during the period of consideration, total 04 numbers of inspections were conducted on third parties. I was also required to conduct some outreach programmes for awareness regarding filing of SFT by the different financial entities and during the period of consideration, 02 numbers of outreach programmes were conducted.

In addition to the above, the necessary efforts were also made to perform some other works as and when directed by the higher authorities and the desired reports were also submitted such as:

- (i) Identification of cases of violation of section 269SS of the I.T. Act, 1961 (cash payments of Rs.5 lakhs or above only of F.Ys. 2016-17 and 2017-18),
- (ii) Identification of cases of undisclosed income as per section 50C and 56(2)(vii) of the I.T. Act, 1961 and
- (iii) Widening of Tax Base by identification and compliance by non-filers etc.

3. What are the factors, if any, that hindered your performance?

no

4. During the period under report, do you believe that you have made any outstanding contribution? If so, please give a brief description including journals and book publications, finding solutions by out-of-the box thinking, initiatives for improving the work environment, innovations for public service delivery and also quality work done(not more than 300 words):

no

* Please mention in about 300 words tasks/projects to be performed, tasks/ projects completed including qualitative and quantitative achievements, and outstanding/significant contributions.

5. Declaration regarding work plans for subordinates :

Have you set the annual or periodic work plans or if applicable, work output monitoring system, for all officers/officials for the current year, in respect of whom you are the reporting authority?

NO

na

6. Have you filed your annual property return for the year reported upon :

YES

15/01/2020

Dat

28/08/2020

Signature of Officer Reported upon

N/A RAVINESH KUMAR

153594

- ITO

Content of this section is Digitally Signed by RAVINESH KUMAR on 28/08/2020 12:28:18 using eSign Service



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Section III (A)
APPRAISAL

(This assessment should rate the officer vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) Any overwriting or correction has to be authenticated by the reporting officer in the margin with full signature.)

1. (a) Assessment of planned work and targets*: (30% weightage will be assigned to this item)

S.No.		Grade By Reporting Officer	Grade By Reviewing Officer
1	Accomplishment of Planned Work	4	4
2	Quality of Output	6	6
3	Analytical ability	6	6
4	Efforts made to achieve planned work	4	4
5	Overall Grading on 'Work Output' (1+2+3+4)/4	5	5
1(b)	Weightage of the grade on Work Output 1(a)(5)x0.3	1.5	1.5

(*Assessment of planned work and targets here should be assessed against targets/projects/deadlines set by the reporting officer during the initial period or subsequently mentioned in Part 2(a) & 2(b) of Section 2 of this form, and achievement of those quantitative targets.)

2. (a) Assessment of Attributes: (30% weightage will be assigned to this item)

S.No.		Grade By Reporting Officer	Grade By Reviewing Officer
1	Attitude to work and initiative	4	4
2	Decision making ability	6	6
3	Discipline	5	5
4	Communication Skills	5	5
5	Interpersonal relations	6	6
6	Leadership qualities	5	5
7	Willingness to Learn	5	5
8	Ability to motivate and develop subordinates	5	5
9	Overall grading on attributes (Sum of 1 to 8)/8	5.13	5.13
2(b)	Weightage of the grade on 'attributes' 2(a)(9)x0.3	1.54	1.54

3. (a) Assessment of functional competency:(40% weightage will be assigned to this item)

S.No.		Grade By Reporting Officer	Grade By Reviewing Officer
1	Knowledge of rules & regulations/office procedure area of functional specializations	6	6
2	Knowledge of Income Tax/ Wealth tax / Accountancy / General law in case of assessment and other functional specializations for non assessment posts	6	6
3	Drafting Ability	6	6
4	Overall grading on functional competency (1+2+3)/3	6	6
3(b)	Weightage of the grade on 'functional competency' 3(a)(4) x 0.4	2.4	2.4

4. Communication of target.

(a) Date of Communication of target by the reporting officer

16/1/2019

(b) Whether targets were fixed in consultation with officer(s) concerned in respect of whom the target/work was allocated. If not, how were the targets fixed?

NO

The targets are fixed as per Central Action Plan of CBDT.

(c) Was any mid-year evaluation done? If yes, please give date

NO

(d) Were any changes made in work plan in view of the infrastructure, manpower, economic or other situations? Please comment whether the issues mentioned in section II, part 3 were taken into account during the mid- year evaluation.

NA

5. Integrity: - Please comment on the integrity of the officer. (Please follow instructions given at end of form)

Nothing adverse has come to my notice



6. If the grading in any row of section III parts 1(a), 2(a) or 3(a) is below 2 or the overall grading in part 5 is also below 6 or above 8 then please give detailed factual reasons for the same.

In the I & CI directorate, an officer in the field is required to examine and verify the information of large value transactions which are referred to them on the basis of annual returns filed by various agencies as stated in chapter-XXIII of the I.T. Act. A total number of 140 such cases were pending before the concerned officer as on 1/4/2019. As per Central Action Plan of CBDT, the officer was required to complete verification in at least 14 such cases per month and send them for approval. If rate of disposal had been 14 per month as per action plan target, he would have completed the verification process in all the pending 140 cases. However, he could complete verification in only 23 cases which is barely 2 per month. In fact till the month of August, 2019 i.e. even in 5th month of the financial year, he could not complete verification even in a single case. He was specifically asked to expedite the work of verification by me by office letters dated 11/9/2019, 3/2/2020 and 12/3/2020. By these letters he was also asked to explain the reasons for such low disposal. But he did not submit any reply to the first two letters and in reply to the 3rd letter (by his letter dated 23/3/2020) admitted that the rate of disposal was very low and assured to complete the verification in all the pending cases by May, 2020. However, till writing of this APAR, not a single case has been further disposed. In addition to letters issued, he was asked to expedite the verification process several times on telephone and every time he personally visited me in my office in Bhubaneswar. But all such directions failed to elicit any productive response from him. The copies of letters issued to him and the reply given by him against one such letter are all annexed herewith below. The officer was also required to complete at least one Inspection per quarter during the financial year. Although he has claimed that he did 4 Inspections during the year, no final report in any of the Inspections were submitted.

7. Overall grade on a scale of 1-10 [1(b)+2(b)+3(b)] :

5.44

Section III (B)

8.(a) Pen Picture' and performance improvement comments of the reporting authority. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards subordinates & colleagues from SC,ST& other weaker sections and women.

The officer is complacent in achieving the targets fixed and therefore he is required to pay a lot more attention in this aspect. He also has complete disregard towards directions issued by the higher authorities and therefore need to be more attentive towards such directions. Attitude towards subordinates and colleagues of SC, ST and other weaker sections and women is however cordial.

8.(b) Recommendation relating to domain assignment (Please tick mark or suggest any four or give suggestions in space available).

As under

Assessment	
TDS	
ITAT	✓
Administration	✓
PSU deputations including CVO	
International Assignments	
System	✓
HRD	
Investigation	
Exemption	
Computer operations	✓
Secretariat deputations	
International Taxation	
Transfer Pricing	
BPR	

Date : 07/09/2020

Signature of the Reporting Authority

Name in Block Letters : Mr. SUBHRO DAS
 Designation during the period of Report : 7530

_ JCIT/Addl.CIT/JDIT/Addl.DIT

Content of this section is Digitally Signed by Subhro Das on 07/09/2020 16:31:33 using eSign Service



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Section IV(A)
REVIEW

Do you agree with the assessment made by the reporting officer with respect to the targets and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon?

YES

1. Reasons for disagreement with the reporting officer or low grade given to the officer reported upon and comments if officer reported upon is Scheduled Caste/Scheduled Tribe.*

NA

* Conditions to fill column 1

- (1) if you don't agree with the reporting officer then please state your reasons for disagreement in column1.
- (2) If you agree with the reporting officer that the overall grading should be below 6 then please give detailed reasons in column 1. (The reviewing officer may in such cases call both the reporting officer and the officer reported upon to ascertain the grading given before filling this section).
- (3) If the person reported upon is a member of Scheduled Caste/Scheduled Tribe, please indicate whether the attitude of the reporting officer in assessing the performance of the Scheduled caste/Scheduled Tribe member has been fair and just.

2. Overall Grade on a scale of 1-10 [1(b)+2(b)+3(b)] :

5.44

Section IV(B)

3. (a) 'Pen Picture' and performance improvement comments of the reviewing authority. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards subordinates & colleagues from SC,ST& other weaker sections and women.

He is a sincere and hardworking officer. His attitude towards subordinate & colleagues from SC, ST & other weaker sections and women are cordial and worm.

3. (b) Recommendation relating to domain assignment given by the reporting officer in section-III, 8(b). Your views may be given here in case you feel like adding any other domain assignment to the officer reported upon.

Assessment	✓	()
TDS		
ITAT		
Administration		
PSU deputations including CVO		
International Assignments		
System		
HRD		
Investigation	✓	
Exemption		
Computer operations		
Secretariat deputations		
International Taxation	✓	
Transfer Pricing	✓	
BPR		

Date : 06/11/2020

Signature of the Reviewing Authority

Name in Block Letters : Mrs. SASMITA MISRA
90015

Designation during the period of Review :
_ CIT/DIT/ADG

Content of this section is Digitally Signed by Sasmita Misra on 06/11/2020 14:08:40 using eSign Service

Name of officer reported upon :- RAVINESH KUMAR



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DISCLOSE TO OFFICER

This is to certify that this APAR (PAR Id : 2020-06092019-31032020-2273291) for the period 06/09/2019 to 31/03/2020 has been disclosed to the officer reported upon (RAVINESH KUMAR) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (Pt.II) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

Date : 01/12/2020

Signature At Disclosure Level

Mr. LAKSHMI NARAYAN DASH

13604

ACIT/DCIT/ADIT/DDIT

Name of officer reported upon :- RAVINESH KUMAR



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OFFICER ACCEPTANCE

The full APAR (PAR Id : 2020-06092019-31032020-2273291) including the overall score and assessment of integrity has been shown/communicated to me.The final grading awarded has also been noted

Date : 30/06/2021

Signature At Officer Level

N/A RAVINESH KUMAR

153594

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**OFFICE OF THE JT. DIRECTOR OF INCOME TAX (I & CI), BHUBANESWAR,
AAYAKAR BHAWAN ANNEXE, 4TH FLOOR, RAJASWA VIHAR, BHUBANESWAR-751007**

JCIT(I&CI)/BBSR/Report/2019-20/ 5112

Dated-11/9/2019

To

The I.T.O.(I & CI), Rourkela

*Sub: Pendency of cases for verification / inspection / outreach programme – matter
regarding –*

Please refer to the above matter. As per the monthly reports submitted by you for the month of August, 2019, the following facts are observed in your charge:-

A. Verification of non-PAN /Demonetisation / FATCA / CRS / Special pilot project cases –

Category	Pendency as on 1/4/2019	Additions till 31/8/2019	Disposal till 31/8/2019	Pending as on 31/8/2019
Non-PAN (other than immovable property)	65	0	0	65
Immovable property	50	0	0	50
Special Pilot Projects	25	0	0	25
CRS/AEOI	0	0	0	0
Total	140	0	0	140

It is observed that although you had pendency of 140 cases at the beginning of the financial year, you have not disposed of a single case which is completely unacceptable. You are therefore directed to explain as to why in spite of having such high pendency, the disposal is so dismal. Keeping in view of such high pendency, you are directed to start your work earnestly and immediately without failure and clear the pendency by the end of this year i.e.

31/3/2020. Please note that priority should be given for clearing the cases within Special Pilot Project.

B. Survey / Inspection

It is seen that you have conducted 1 survey or inspection work during this financial year so far which is again not satisfactory. You are therefore directed to conduct at least 2 survey / inspections each during the months of September and October, 2019 as per guidelines / procedures issued in this matter. You are also directed to carry out the survey / inspection work specifically in such fields where violation of the provisions of section 269SS, 269T, 50C and 56(2)(vii) of the I.T. Act may be detected.

As regard the 1 survey / inspection carried out by you, you are directed to submit the final inspection report mentioning therein the unreported transaction detected, amount involved in case of SFT inspection and copies of sale deed where violation of the provisions of sec. 269SS, 269T, 50C and 56(2)(vii) were detected.

C. Outreach Programme

It is seen that you have conducted 2 outreach programmes so far during this financial year which is commendable. However, you are directed to conduct at least 1 such programme every month in the remaining period of the year within your territorial jurisdiction. The focus may be with the cooperative banks, jewelers, hotels and vehicle dealers of a particular district.

The above activities should reflect in your monthly reports from the months of September, 2019 onwards. With best wishes,


(Subhro Das)

J.C.I.T.(I & CI), Bhubaneswar

Memo No. JCIT(I&CI)/BBSR/Report/2019-20/ 51152

Dated-11/9/2019

Copy forwarded to D.I.T.(I & CI) for her kind information


(Subhro Das)
J.C.I.T.(I & CI), Bhubaneswar

(L)

(L)

OFFICE OF THE DIRECTOR OF INCOME TAX (I & CI), BHUBANESWAR,
AYAKAR BHAWAN, A/C, 1ST FLOOR, RAJASWA VIHAR, BHUBANESWAR-751007

DIT(I&CI) Bhubaneswar-3019-30

Dated-03/02/2020

To

The I.T.O.(I&CI), Jharkheda

Sub: Pendency of cases for verification – matter regarding –

Please find enclosed herewith letter dated 30/1/2020 of DIT(I & CI), Bhubaneswar by which he has stated that your performance in disposal of pending cases for verification is not upto the mark. It is seen that a total of 123 cases are still pending for verification at your end. You have even not fulfilled the action plan target of disposal. You are therefore directed to give all out efforts in disposing the pending cases in the remaining period of this financial year. Treat the matter as most urgent.



(Subhro Das)

J.D.I.T.(I & CI), Bhubaneswar

Enclo: As above



**OFFICE OF THE JT. DIRECTOR OF INCOME TAX (I & CI), BHUBANESWAR,
AAYAKAR BHAWAN ANNEXE, 4TH FLOOR, RAJASWA VIHAR, BHUBANESWAR-751007**

JCIT(I&CI)/BBSR/Confidential/2019-20/ 1258

Dated-12/03/2020

To
Shri. Ravinesh Kumar,
I.T.O.(I & CI), Rourkela

Sub: Review performance- explanation regarding poor disposal –Matter regarding.

A review meeting was held by the Director of Income Tax (I&CI), Bhubaneswar with the undersigned today i.e. 12/03/2020. After going through the statistics of pending workload and disposal till date, he has expressed his strong displeasure and advised to accelerate disposal of the pending cases as per the Action Plan for the F.Y. 2019-20. On review, it is found that till date, you could dispose of only 23 out of 140 cases brought forward as on 1/4/2019, which is far away from the Action Plan target. Besides, you have also failed to achieve the target in other key areas of work like inspection, outreach programme as laid down in the CAP. Your attention is drawn to this office letters dated 11/9/2019 and 3/2/2020 as well as many other directions given verbally over telephone to expedite the rate of verification and disposal of cases as well as do inspection and outreach programmes. However, you have neither replied to those letters nor expedited the disposal.

You are therefore directed to explain the reasons for failure to achieve the desired results as above within 7 days from receipt of this letter and complete verification process in all the pending cases including the special pilot project ones within 15/05/2020 without failure.

(Subhro Das)

J.D.I.T.(I & CI), Bhubaneswar

Memo No. JCIT(I&CI)/BBSR/Confidential/2019-20/ 1259

Dated-12/03/2020

Copy forwarded to D.I.T.(I & CI) for his kind information.

(Subhro Das)
J.D.I.T.(I & CI), Bhubaneswar

Confidential



GOVERNMENT OF INDIA

OFFICE OF THE INCOME TAX OFFICER, (INTELLIGENCE & CRIMINAL INVESTIGATION)
ROOM NO. 310, 2ND FLOOR, AAYAKAR BHAWAN, UDT NAGAR, ROURKELA- 769012.
Phone No. 0661-2500455, e-mail: rourkela.ito.ici@incometax.gov.in

No. ITO/I&CI/RKL/Misc./2019-20/ 403

Dated, Rourkela, the 23rd March, 2020.

To

The Joint Director of Income Tax (I&CI),
4th Floor, Aayakar Bhawan Annexe,
Rajaswa Vihar, Bhubaneswar-751007.

Sir,

Sub: Review performance- explanation for poor disposal- Matter regarding.

Ref: Letter No. JCIT(I&CI)/BBSR/Confidential/2019-20/1258, dated 12/03/2020.

Kindly refer to the above.

In this regard, the following reasons are submitted for disposal below your satisfaction:

1. At the beginning of the year as on 01.04.2019, total no. of pendency was reported as 140 including 25 numbers of SPP cases and out of which till date 26 numbers of cases have been disposed off including 20 numbers of SPP cases.
2. The necessary correspondence have been made in the pending cases and the disposal of most of the cases are likely to be in the month of April and May, 2020.
3. From the last two years in Western Odisha, the association of lawyers observes band of government offices at frequent intervals for demand of a permanent bench of High Court in Western Odisha.

However, I have speed up my office work with the help of my colleagues to dispose off all the pending cases within two months. Therefore, Sir, you are kindly requested to believe in me that all the pending work will be disposed off up to the level of your satisfaction within two months.

Yours faithfully,

R — sh
23-03-2020

(Ravinesh Kumar)
Income Tax Officer (I & CI),
Rourkela.

Signature Not Verified

Digitally signed by Mr
LAKSHMI NARAYAN DASH
Date: 2021.07.01 13:39:28 IST

