

MONTHLY COMPLIANCE REPORT IN RESPECT OF KPIS

Department of Trade & Taxes Govt. of NCT of Delhi, (Business Intelligence Unit) No.FAC/BIU/80/2020-21/ 3 ORDER Dated: / Monthly Compliance Report in respect of KPIS In continuation of Circular of even no. dated 05/07/2021, it is hereby informed that in 1 order to review the performance of the Ward Officers as well as to ensure that the tasks assigned are completed timely, following 13 KPIS have been formulated by the BIU Branch. Each ward shall be assigned a score indicating the percentage achievement made by the respective ward in accomplishing the assigned targets. The detailed scoring pattern of the KPIS is as below: KPI No 1 1 2 3 2 I Return Filing compliance K 2.1 Taxpayers be to issued 3 A Notices K 2.2 Taxpayers be to issued ASMT-13 Notices Scoring Formula 3 Non-ORMP Taxpayers Number of Taxpayers filed the return (GSTR — B) Total No. of Taxpayers eligible to file monthly tax return QRMP Taxpayers Total number of QRMP Taxpayers who have paid monthly Tax Total number of Taxpayers opted QRMP Scheme Number of ASMT 3A issued Number of ASMT 3A notices due Number of ASMT 13 issued Number of ASMT 13 notices due Page 1 of 6 Weightage 4 The weightage of each fraction as indicated in scoring formula is pegged to distribution the of QRMP/Non QRMP Taxpayers at the ward level. (Overall Weightage of KPI in final score -1) 25% weightage given to action taken by way of issuance of 3A notices to Taxpayers who are defaulter for atleast 01 month 50% weightage given to action taken by way of issuance of ASMT-13 notices to Taxpayers who are defaulter for 02 month Final Scoring pattern 5 • 95% & above : 1 • to 94.99% : Continuous marking Below : o Continuous Scoring Continuous Scoring Scanned with CamScanner 21 K Amount Recovered Demand Generated Number of Notices (ASMT — 10/13) Total number of BIU cases 3 4 1- K 3.1 Mismatch of GSTR 1 & 3B 2017- 3.2 Mismatch of GSTR 2A & 3B 2017- 21 K 3.3 Outliers from BIFA K 3.4 E Bill way Mismatches K 3.5 Other States' GST References K 3.6 Other States VAT references K 3.7 High by ITC taxpayer Alerts Taxpayers Amount Recovered Demand Generated (Defaulters 6 months Total Taxpayers Page 2 of 6 25% weightage given to Tax Collected after issue of DRC 07 as against demand raised (Overall Weightage of KPI in final score -2) 75% 25% (Overall Weightage of KPI in final score -2) 100% (Wards having no return defaulters of 6 or more than 6 months shall getfull score) (Overall Weightage of KPI in final score -1) • 80% & above : 1 to 79.99% : 0.75 to 49.99% : 0.50 Below 25% : 0.25 Continuous Scoring & above: 1 to 79.99% : 0.75 • 25% to 49.99% : 0.50 Below : 0.25 Continuous Scoring to be Issued Cancellatio n Notices Scanned with CamScanner 5 6 7 8 9 K 5 Tax Collection Efficiency K 6 Field Survey on New Registrations Analysis of Top 200 Taxpayers K 8 Status of OHA Cases K 9 DVAT Assessment for FY 16-17 10 K 10.1 Petrol/Dies el Tax a ers K 10.2 Liquor Defaulters 11 11 GSTR3B- 7,3B-8 Mismatch cases Total Target Achieved Total Target for F. Y 2021 -22 (SGST cash + DVAT) Total No. of Premises Visited Total No. of Premises to be visited Non-QRMP Taxpayers Non — QRMP taxpayers filed up to date return Total No. of Non — QRMP dealers in Top 200 taxpayers QRMP Taxpayers QRMP taxpayers who have deposited up to date tax Total No. of QRMP dealers in Top 200 taxpayers (excludes cancelled Taxpayer among Top 200) Notices issued against number of GSTR7 — 3B Total No. of GSTR7 — 3B mismatch cases Notices issued against number of GSTR8 — 3B Total No. of GSTR8 — 3B mismatch cases Page 3 of 6 100% (Based on % of Target achievement) (Overall Weightage of KPI In final score -2) 100% (Overall Weightage of KPI in final score -1) The weightage of each fraction as indicated in scoring formula is to the pegged distribution of QRMP/Non QRMP Taxpayers at the ward level. (Overall Weightage of KPI in final score -1) 25% Continuous Scoring Continuous Scoring • 80% & above : 1 50% to 79.99% : 0.75 25% to 49.99% : 0.50 • Below 25% : 0.25 No Scoring No Scoring No Scoring Continuous Scoring Continuous Scoring Scanned with CamScanner Total Tax collected Demand created GSTR7 - 3B & GSTR8 -3B 12 K 12 AE-I Cases follow up 13 K 13 Analysis of 100 top Service Tax Payers Number of notices issued in the cases referred Total number of cases referred Tax recovered Demand created Non-ORMP Taxpayers Non — QRMP taxpayers filed up to date return Total No. of Non — QRWIP dealers in Top 100 service sector taxpayers QRMP Taxpayers QRMP taxpayers who have deposited up to date tax Total No. of Non — QRMP dealers in Top 100 service sector taxpayers (excludes cancelled Taxpayer among Top 200) (Overall Weightage of KPI in final score •0.5) (Overall Weightage of KPI in final score -1) The weightage of each fraction as indicated in scoring formula is to the pegged distribution of QRMP/Non QRMP Taxpayers at the ward level (Overall Weightage of KPI in final score -

1) • 80% & above : 1 • to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below : 0.25 Continuous Scoring & above : 1 to 79.99% : 0.75 to 49.99% : 0.50 Below : 0.25 85% & above : 1 to 84.99% : 0.75 to 49.99% : 0.50 • Below : 0.25 2 For each KPI the details of the relevant dealers, against whom the necessary action is required to be taken, shall be pre-filled by the Systems Branch and the BIU Branch on monthly basis in the respective Zonal Google Sheet. All Ward Officers shall be required to update the details of the actions taken in this very same Google Sheet. The DATA will be downloaded and updated in Google Sheets on 1st of every month. The proper officer will update the DATA by 5th of every month. Page 4 of 6 Scanned with CamScanner 3. 4 5. 6. 7

8. The scores for each ward shall be auto-calculated based on the details of the action taken by them as filled in Google Sheet, The score Will be revealed between 11th to 15th of every month. The Zonal in-charge will be required to submit a Monthly Compliance Report (format enclosed as Annexure-B) indicating the summary of achievement against each KPI. The Monthly Compliance Report will be submitted to BIU Branch latest by 10th of every month. The scoring and ranking of wards shall be used as an indicator to assess the performance of the Proper Officers posted in the wards and shall also be recorded in their respective APARs by the Competent Authority. In case of any clarification with respect to any KPI the Ward Officers may contact SO (BIU). For trouble shooting and for any query in respect of KPIS the following SAS may be contacted: Zone No. Name of Statistical Assistant Telephone No. 11 III VII VIII x XI XII Mr Ms Hariom Sharma Chhaya Choudhary Mahender Singh Rawat Prashant Kumar Indrajeet Singh Jagriti Pawar Prabhakar Mishra Reenu Poswal Deepak Kumar Jagesh Kumari Chandrika Goyat Nitin Kumar Maurya 9999278190 7838218601 9818963895 9958677808 7084420080 9899456904 7379171413 9888327633 9416373738 9953790312 8130704072 7503684868 Strict compliance of the aforesaid instructions must be ensured by all concerned. 1 ani) (So all Joint Commissioner, BIU To, All Special/Additional/Joint Commissioners, Deptt. of Trade & Taxes, Zonal Officers

1. All Asstt.Commissioners/GSTOs through their Zonal Incharge

2. Copy for information to: 1.PS to Commissioner Trade & Taxes 2. PS to Special Commissioner (BIU) 3. PS to Special Commissioner (Systems) Page 5 of 6 Scanned with CamScanner F.No S.NO. (1) 1 2 3 4 5 6 7 8 Government of NCT Of Delhi Department of Trade and Taxes (Name of Dated: Compliance Report Name of KPI (2) Other states/authorities references received GST+VAT Mismatch of GSTR 1 and 3B Mismatch of GSTR 2A and 3B High ITC availed by taxpayers and Alerts received Premises of Newly registered taxpayers to be visited Taxpayers to whom 3 A to be issued Taxpayers to whom ASMT 13 to be issued Action to be taken in r/o dealers referred b AEI Total Number of Total Total Number of taxpayers/D Number of taxpayers against ANNEXURE B Total number of taxpayers against whom action yet to be taken (6) ea\ers Identified (3) o o taxpayers against whom action has been taken 4 col. (3) whom no action is required to be taken (5) Note: Overall percentage(%) Achievement: It is certified that the above details have been duly verified by the undersigned. Signature of Zonal In-charge Page 6 of 6 Scanned with CamScanner