



OFFICE OF THE
COMMISSIONER OF INLAND REVENUE
(ZONE-II MANSEHRA)
REGIONAL TAX OFFICE, ABBOTTABAD

No. T&P/Zone-II/2024-25/371

Date: 24/09/2024

OFFICE ORDER

The officials posted in TFC shall ensure functions as under: -

- i. TFC should ensure receipt of manual income tax returns if filed by the taxpayers, prepare its batches for sending it to the PRAL for entry into Iris through proper channel.
- ii. All visitors should be treated with due care and courtesy and to facilitate/guide them in filing of their income tax returns particularly the salaried taxpayers besides guiding and facilitating new taxpayers for registration/issuing of NTN and addressing other queries of taxpayers related to Non-Filers / Late Filers / ATL Status / Withholding Tax Statements / Sales Tax Returns and preparation of PSIDs for visiting taxpayers for deposit of any tax.
- iii. Issues related to recovery of Iris ID/Passwords are personal/sensitive matters of taxpayers and no official of this Zone is authorized to do the same for any taxpayer except provision of necessary guidance; however, on application by the taxpayer for the same in person, the process may be done after approval of the Assistant Commissioner, IR/TFC In-Charge. Filing of returns for taxpayers for any alleged personal benefit is strictly prohibited and any person of the Zone if found in such malpractices shall be taken to the task/initiation of disciplinary action under the law and rules made thereunder besides his/her immediate transfer from the Zone.
- iv. No officer/official of this Zone shall entertain swarm of people coming from opposite NADRA office for attestation of their CNIC Registration Forms during office hours of their duties from 09:00 AM to 05:00 PM and any violation of the same shall render the concerned officer/official to disciplinary action besides his/her immediate transfer from the Zone.


(SYED KHALID SHAH)
COMMISSIONER, IR

Copy to: -

1. Additional Commissioner, (IR) (HQs), Regional Tax Office, Abbottabad.
2. Officers/officials concerned.
3. Office/Establishment file;