

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C. No. 1(12)IT-Jud/2007.

Islamabad, the 27th November, 2008.

**ORDER
(INCOME TAX)**

Subject: - **JURISDICTION OF COMMISSIONERS OF INCOME TAX IN
REGIONAL TAX OFFICE, GUJRANWALA.**

In exercise of powers conferred by sub-section (1) of section 209 of the Income Tax Ordinance, 2001 (hereinafter referred to as the said Ordinance), the Federal Board of Revenue is pleased to replace S. No. 4 of TABLE-A and its entries thereof in columns (2) and (3) of jurisdiction order No. 10(11)IT-Jud/2005, dated 01.10.2007 as follows: -

S. No.	Commissioner of Income Tax	Powers and functions
(1)	(2)	(3)
4.	Commissioner of Income Tax, Taxpayers' Facilitation Division (he will also perform the functions of Human Resource Management).	a) Receive returns, statements, statutory notices, documents, applications from taxpayers, mail from other income tax authorities, tax payment receipts (Challans) from Banks, and all outside communications; b) Sort and disseminate information, documents, returns, statements and mail mentioned at (a) above, to divisions concerned or to income tax authorities, as the case may be; c) Communicate assessment orders/penalty orders and demand notices to taxpayers; d) Posting of staff (BS 1-15) of Regional Tax Office, Gujranwala, CIT (A), Gujranwala, IA (DT), Gujranwala in consultation with DG; e) Career planning;

S. No.	Commissioner of Income Tax	Powers and functions
(1)	(2)	(3)
		f) Help line management in identifying HR needs; g) Maintenance of employees' profiles and personal files; h) Development of job descriptions; i) Positive attitude building; j) Regulation of performance related pecuniary incentives; k) Training and development according to training needs analysis; l) Coordination with FBR on various HRM areas; m) Initiation of disciplinary proceedings, processing and finalization thereof; and n) Monitoring and implementation performance appraisal system.

2. It shall take immediate effect.

(Mir Badshah Khan Wazir)
Secretary (Income Tax Judicial)
Tel: 051-9219204

Distribution:

1. SA to Chairman, FBR.
2. Members (DT/ST&FE/P&TR/Admn/HRM), FBR.
3. Director General, Large Taxpayers' Unit, Karachi/Lahore/Islamabad.
4. All Directors General, Regional Tax Offices.
5. Director General, Withholding Taxes.
6. Director General, Inspection & Internal Audit (DT), Islamabad.
7. Director General, Training & Research (DT), Lahore.
8. Chief (Management), FBR.

9. All officers of the Board.
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