

**SEMINAR ON
INCOME TAX RETURNS**

‘RECEIPT OF RETURNS’

Mrs. Seema Jabeen

Additional Commissioner
Tax Facilitation Division, RTO, Karachi

D.G.(RTO)KARACHI

C.I.T(TFD)

CO-ORDINATOR
(IP DIVISION)

CIT WITH
HOLDING
REPORTING
ON
STATEMENT
U/S 165
(SALARY) +
ANNUAL
STATEMENT
OF
CORPORATE

IP DIVISION

Automated
Refund Cell

CO-ORDINATOR
KIOSK (AC)

Scanning
Co-ord
TO

Scanning
Co-ord
TO

Scanning
Co-ord
TO

Scanning
Co-ord
TO

CO-ORDINATOR
CAMP OFFICE (AC)

CO-ORDINATOR
INCOME TAX HOUSE (AC)

Reporting Station T.O

R.S
1

R.S
2

R.S
3

R.S
4

Only
for
Refund

KIOSK
ADMINISTRATOR
ACI

2 3 4 5 6 7 8 9 10

G.Jauhar

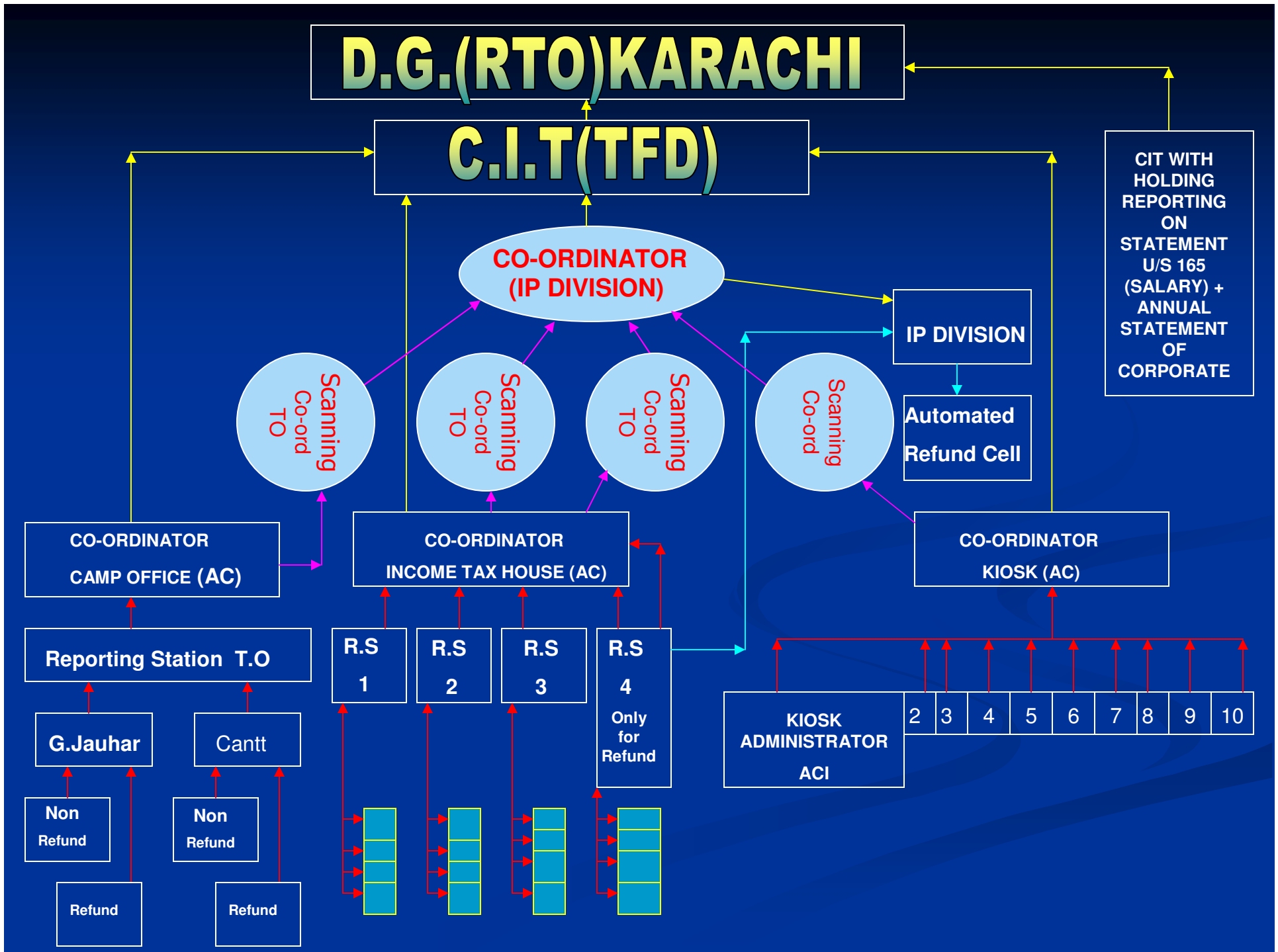
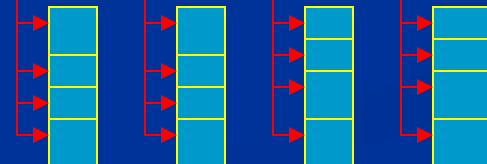
Cantt

Non
Refund

Non
Refund

Refund

Refund



D.G.(RTO)KARACHI

C.I.T(TFD)

COORDINATOR
INCOME TAX HOUSE

AUTOMATED
REFUND CELL

IP DIVISION

REPORTING
STATION(D)

REPORTING
STATION (A)

REPORTING
STATION(B)

REPORTING
STATION(C)

TEAM.1
Single
Return

TEAM.3

TEAM.2

TEAM.4

TEAM.1
Single
Return

TEAM.3

TEAM.2

TEAM.4

TEAM.1
Refund
Return

TEAM.2

TEAM.3

TEAM.4

TEAM.1

Ladies
Senior
Citizens

TEAM.2

Single
Return

TEAM.3

TEAM.4

ROUTE OF RETURNS

TEAMS FOR RECEIPT OF RETURNS

REPORTING STATIONS

COORDINATOR STATIONS

SCANNING COORDINATORS

COORDINATOR WITH I.P DIVISION

INFORMATION PROCESSING DIVISION

REFUND CELL



COMPOSITION AND FUNCTIONS OF WORK STATIONS

	Number	Composition	Function
A.Teams for receipt of returns 1. Gulistan-e-Jauhar 2. Cantt 3. Income Tax House	2 (1 refund) 2 (1 refund) 16 (4 refund)	UDCs-02 Nabi Qasid-01	Receipt of returns and forwarding to reporting station
B. Reporting stations 1. Gulistan_e-Jauhar+Cantt 2. Income Tax House	1 4 (1 refund)	TOs-02 UDUs-05 N.Qs-02	1.Totalling of returns received by 8 teams 2.Reporting figures to coordinating station 3.Making batches of 25 returns each and sending to coordinator
Coordinators stations 1. Gulistan-e-Jauhar 2. Income Tax House	1 1	IAC-01 it is-02 N.Qs-02	1.Compilationand reporting of figures C.I.T, TFD 2. Sending of batches to scanning coordinator
Scanning coordinators	4	TO-01 KPOs-04 N.Qs-10	1.Scanning the returns 2. Sending to I.P coordinator or refund cell

THANK YOU