

**Department of Trade & Taxes
Govt. of NCT of Delhi,
(Business Intelligence Unit)**

No.FAC/BIU/80/2020-21/ 592-593

Dated: 21/10/2021

ORDER

Monthly Compliance Report in respect of KPIs

1 In continuation of Circular of even no. dated 05/07/2021, it is hereby informed that in 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	KPI	Scoring Formula	Weightage	Final Scoring pattern
1	2	3	4	5
1	K 1 Return Filing compliance	<p><u>Non-QRMP Taxpayers</u></p> $\frac{\text{Number of Taxpayers filed the return (GSTR - B)}}{\text{Total No. of Taxpayers eligible to file monthly tax return}}$ <p><u>QRMP Taxpayers</u></p> $\frac{\text{Total number of QRMP Taxpayers who have paid monthly Tax}}{\text{Total number of Taxpayers opted QRMP Scheme}}$	<p>The weightage of each fraction as indicated in scoring formula is pegged to the distribution of QRMP/Non QRMP Taxpayers at the ward level.</p> <p>(Overall Weightage of KPI in final score -1)</p>	<ul style="list-style-type: none"> • 95% & above : 1 • 70% to 94.99% : Continuous marking • Below 70% : 0
2	K 2.1 Taxpayers to be issued 3 A Notices	$\frac{\text{Number of ASMT 3A issued}}{\text{Number of ASMT 3A notices due}}$	25% weightage given to action taken by way of issuance of 3A notices to Taxpayers who are defaulter for atleast 01 month	Continuous Scoring
3	K 2.2 Taxpayers to be issued ASMT-13 Notices	$\frac{\text{Number of ASMT 13 issued}}{\text{Number of ASMT 13 notices due}}$	50% weightage given to action taken by way of issuance of ASMT-13 notices to Taxpayers who are defaulter for 02 month	Continuous Scoring

		$\frac{\text{Amount Recovered}}{\text{Demand Generated}}$	25% weightage given to Tax Collected after issue of DRC 07 as against demand raised (Overall Weightage of KPI in final score -2)	<ul style="list-style-type: none"> • 80% & above : 1 • 50% to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
3	K 3.1 Mismatch of GSTR 1 & 3B 2017-21 K 3.2 Mismatch of GSTR 2A & 3B 2017-21	$\frac{\text{Number of Notices (ASMT - 10/13)}}{\text{Total number of BIU cases}}$	75%	Continuous Scoring
	K 3.3 Outliers from BIFA K 3.4 E-way Bill Mismatches K 3.5 Other States' GST References K 3.6 Other States VAT references K 3.7 High ITC by taxpayer Alerts	$\frac{\text{Amount Recovered}}{\text{Demand Generated}}$	25% (Overall Weightage of KPI in final score -2)	<ul style="list-style-type: none"> • 80% & above : 1 • 50% to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
4	K4 Taxpayers to be Issued Cancellation Notices	$\left(1 - \left(\frac{\text{Defaulters 6 months}}{\text{Total Taxpayers}}\right)\right)$	100% <i>(Wards having no return defaulters of 6 or more than 6 months shall get full score)</i> (Overall Weightage of KPI in final score -1)	Continuous Scoring

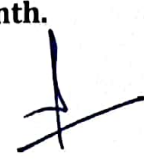


5	K 5 Tax Collection Efficiency	$\frac{\text{Total Target Achieved}}{\text{Total Target for F. Y 2021 - 22 (SGST cash + DVAT)}}$	100% <i>(Based on % of Target achievement)</i> (Overall Weightage of KPI in final score -2)	Continuous Scoring
6	K 6 Field Survey on New Registrations	$\frac{\text{Total No. of Premises Visited}}{\text{Total No. of Premises to be visited}}$	100% (Overall Weightage of KPI in final score -1)	Continuous Scoring
7	K7 Analysis of Top 200 Taxpayers	<p><u>Non-QRMP Taxpayers</u></p> <p>Non – QRMP taxpayers filed up to date return</p> <p>$\frac{\text{Total No. of Non – QRMP dealers in Top 200 taxpayers}}{\text{Total No. of QRMP dealers in Top 200 taxpayers}}$</p> <p><u>QRMP Taxpayers</u></p> <p>QRMP taxpayers who have deposited up to date tax</p> <p>$\frac{\text{Total No. of QRMP dealers in Top 200 taxpayers}}{\text{Total No. of QRMP dealers in Top 200 taxpayers}}$</p> <p><i>(excludes cancelled Taxpayer among Top 200)</i></p>	<p>The weightage of each fraction as indicated in scoring formula is pegged to the distribution of QRMP/Non QRMP Taxpayers at the ward level.</p> <p>(Overall Weightage of KPI in final score -1)</p>	<ul style="list-style-type: none"> • 80% & above : 1 • 50% to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
8	K 8 Status of OHA Cases	-	-	No Scoring
9	K 9 DVAT Assessment for FY 16-17	-	-	No Scoring
10	K 10.1 Petrol/Diesel Taxpayers	-	-	No Scoring
	K 10.2 Liquor Defaulters	-	-	No Scoring
11	11 GSTR3B-7,3B-8 Mismatch cases	<p>$\frac{\text{Notices issued against number of GSTR7 – 3B}}{\text{Total No. of GSTR7 – 3B mismatch cases}}$</p>	25%	Continuous Scoring
		<p>$\frac{\text{Notices issued against number of GSTR8 – 3B}}{\text{Total No. of GSTR8 – 3B mismatch cases}}$</p>	25%	Continuous Scoring

		$\frac{\text{Total Tax collected}}{\text{Demand created GSTR7 - 3B \& GSTR8 - 3B}}$	50%	<ul style="list-style-type: none"> • 80% & above : 1 • 50% to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
			(Overall Weightage of KPI in final score -0.5)	
12	K 12 AE-1 Cases follow up	$\frac{\text{Number of notices issued in the cases referred by AE - 1}}{\text{Total number of cases referred}}$	50%	Continuous Scoring
		$\frac{\text{Tax recovered}}{\text{Demand created}}$	50%	<ul style="list-style-type: none"> • 80% & above : 1 • 50% to 79.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
			(Overall Weightage of KPI in final score - 1)	
13	K 13 Analysis of top 100 Service Tax Payers	<p><u>Non-QRMP Taxpayers</u></p> <p>Non – QRMP taxpayers filed up to date return</p> $\frac{\text{Total No. of Non – QRMP dealers in Top 100 service sector taxpayers}}{\text{Total No. of Non – QRMP dealers in Top 100 service sector taxpayers}}$ <p><u>QRMP Taxpayers</u></p> <p>QRMP taxpayers who have deposited up to date tax</p> $\frac{\text{Total No. of Non – QRMP dealers in Top 100 service sector taxpayers}}{\text{Total No. of Non – QRMP dealers in Top 100 service sector taxpayers}}$ <p><i>(excludes cancelled Taxpayer among Top 200)</i></p>	<p>The weightage of each fraction as indicated in scoring formula is pegged to the distribution of QRMP/Non QRMP Taxpayers at the ward level</p>	<ul style="list-style-type: none"> • 85% & above : 1 • 50% to 84.99% : 0.75 • 25% to 49.99% : 0.50 • Below 25% : 0.25
			(Overall Weightage of KPI in final score - 1)	

- 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.**



3. 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.
4. 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.
5. 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.
6. In case of any clarification with respect to any KPI the Ward Officers may contact SO (BIU).
7. For trouble shooting and for any query in respect of KPIs the following SAs may be contacted:

Zone No.	Name of Statistical Assistant (Mr/Ms)	Telephone No.
I	Hariom Sharma	9999278190
II	Chhaya Choudhary	7838218601
III	Mahender Singh Rawat	9818963895
IV	Prashant Kumar	9958677808
V	Indrajeet Singh	7084420080
VI	Jagriti Pawar	9899456904
VII	Prabhakar Mishra	7379171413
VIII	Reenu Poswal	9888327633
IX	Deepak Kumar	9416373738
X	Jagesh Kumari	9953790312
XI	Chandrika Goyat	8130704072
XII	Nitin Kumar Maurya	7503684868

8. Strict compliance of the aforesaid instructions must be ensured by all concerned.


 (Sonalika Jiwani)
 Joint Commissioner, BIU

To,

1. All Special/Additional/Joint Commissioners, Deptt. of Trade & Taxes, Zonal Officers.
2. All Asstt. Commissioners/GSTOs through their Zonal Incharge.

Copy for information to:

1. PS to Commissioner Trade & Taxes
2. PS to Special Commissioner (BIU)
3. PS to Special Commissioner (Systems)

Government of NCT Of Delhi
Department of Trade and Taxes
(Name of Ward.....)

F.No

Dated:

Compliance Report

S.NO.	Name of KPI	Number of taxpayers/D ealers Identified	Total Number of taxpayers against whom action has been taken	Total Number of taxpayers against whom no action is required to be taken	Total number of taxpayers against whom action yet to be taken
(1)	(2)	(3)	(4)	(5)	(6)
1	Other states/authorities references received(GST+VAT)	Pre-filled data by BIU available on zone level Google Sheet			
2	Mismatch of GSTR 1 and 3B				
3	Mismatch of GSTR 2A and 3B				
4	High ITC availed by taxpayers and Alerts received				
5	Premises of Newly registered taxpayers to be visited				
6	Taxpayers to whom 3 A to be issued				
7	Taxpayers to whom ASMT 13 to be issued				
8	Action to be taken in r/o dealers referred by AE1				
	Total				

Note: Overall percentage(%) Achievement: $\frac{\text{Col.(4)}+\text{Col.(5)}}{\text{Col.(3)}}$

It is certified that the above details have been duly verified by the undersigned.

Signature of Zonal In-charge