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भारत सरकार

Government of India

(वित्त मंत्रालय/ राजस्व विभाग)

Ministry of Finance/Department of Revenue

केन्द्रीय प्रत्यक्ष कर बोर्ड

Central Board of Direct Taxes

नार्थ ब्लॉक, नई दिल्ली-110001

North Block, New Delhi-110001

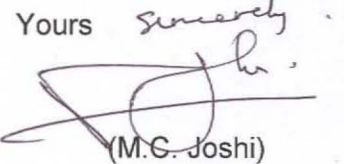
Dated: 3rd May 2011

My Dear

SAHAJ and SUGAM Forms for the returns to be filed for Assessment Year 2011-12 by certain categories of taxpayers, have been notified on April 5, 2011. These forms are simple and technology enabled and have been designed to facilitate error free and faster digitization. The expectation is that the processing cycle would be curtailed enabling expeditious issue of refunds, if the forms printed in accordance with department's specifications, are used by the taxpayers,.

2. The printing of forms is currently decentralized. I seek your personal intervention to ensure that printing of these new forms as per the enclosed print specifications, is taken up locally for your region immediately. Further, the taxpayers should be able to obtain the printed forms from the Income-tax offices easily and in a hassle free manner. **The information regarding availability of forms with your offices should be widely disseminated. These forms should also be provided in adequate numbers to the local bar associations and local chapter of Chartered Accountants and the TRPs and they should be encouraged to use these forms.** An advisory regarding the rationale for using these forms and detailing the print specifications is already posted on our web site i.e. www.incometaxindia.gov.in which can also be publicized for the benefit of the local tax payers. Suitable instructions may also be issued to all the CCsIT in your region.

With warm regards,

Yours sincerely

 (M.C. Joshi)

Encl: as above

All Chief Commissioners of Income Tax (CCA)