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Excise Returns owes its origin to the Business Process Re-engineering exercise initiated in July 2000 under the CIDA-assisted Capacity Development Project as a prelude to computerization of business processes in Central Excise.

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MANUAL FOR THE  
SCRUTINY OF CENTRAL  
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7 Chapter 1:

Introduction to the  
Returns' Scrutiny

Process 1.1 SELF-

ASSESSMENT AND THE  
ROLE OF THE CENTRAL  
EXCISE DEPARTMENT

1.1A The Chelliah

Committee, set up in  
the early 1990s, laid  
down a road map for

**For Departmental  
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3. The Manual for  
Scrutiny of Service Tax  
Returns is organized

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into four chapters. Chapter 1 outlines the rationale for returns' scrutiny and discusses the legislative provisions underpinning the scrutiny process. The chapter also looks at the critical distinction between audit and returns' scrutiny as key differentiated business processes.

**FOR SCRUTINY OF  
SERVICE TAX**

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## **RETURNS**

2. The Manual for Scrutiny of Service Tax Returns seeks to put into place a two-part system of returns' scrutiny—a preliminary scrutiny system covering all the returns and a detailed scrutiny system covering a few returns selected on the basis of risk parameters. This manual seeks to standardize checks for carrying out detailed

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scrutiny.

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CBEC - Instructions regarding Detailed Scrutiny of Central Excise Returns vide Circular No. 1004/11/2015-CX In view of the self-assessment procedure wherein the assessee himself assesses the duty liability, the responsibility of the departmental officers

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is to scrutinise the assessment made for verification of its correctness.

## **CBEC - Instructions regarding Detailed Scrutiny of Central**

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CBEC has recently issued two Circulars No. 185/4/2015-Service Tax, dt: 30/06/2015 and No. 1004/11/2015-CX, dt: 21/07/2015 providing instructions on detailed

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manual scrutiny of  
Service Tax and  
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## **Scrutiny of Service Tax and Central Excise Returns**

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Further, the detailed instructions as contained in the CBEC's Central Excise

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Manual, Cigarette  
Manual, Audit Manual,  
Return Scrutiny Manual  
(which is likely to be  
published shortly), etc.  
should also be  
followed. 4. The duty  
list may be circulated  
to all the field  
formations.

## **Central Excise Online**

Selection of Returns for  
Detailed Scrutiny:- The  
focus of detailed  
manual scrutiny of the



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returns would be on the returns of those assesses which are not being audited. The detailed return scrutiny would be conducted in respect of such assesses whose total tax paid (Cash+CENVAT) for the FY 2014-15 is below Rs. 50 lakhs.

## **Detailed Manual Scrutiny of Service Tax Returns**

CBEC issues guidelines

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for detailed scrutiny of  
Excise Returns.

Background: The  
Central Board of Excise  
and Customs (“CBEC”  
or “the Board”) vide  
Circular No.

185/4/2015-ST dated  
June 30, 2015 had laid  
down the procedure for  
carrying out detailed  
scrutiny of Service Tax  
Returns, to be followed  
by the Revenue with  
effect from August 1,  
2015.

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**CBEC issues  
guidelines for  
detailed scrutiny of  
Excise Returns**

Central Excise Officers having jurisdiction over Factory, Premises of the Assessee is responsible for the scrutiny of returns.

Officer responsible for scrutiny of return may require the invoices issued by the assessee, Daily Stock Account, Cenvat Account, cash ledgers, Ledger of all

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Excise Return

Receipts, Payments  
and Source Manual

Documents.

**Central Excise - Part-  
VI Scrutiny of  
Assessment ...**

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scrutiny of returns by  
Range Officers is  
carried out online  
through ACES. As per  
the provisions under  
Para 2.1 of the Manual  
for Scrutiny of Central

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Excise Returns, 2008 preliminary scrutiny of all the returns is to be conducted within three months from the date of receiving the returns.

## **Chapter IV Scrutiny of Central Excise returns**

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4.1 The detailed manual scrutiny programme must

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replicate some of the best practices in audit. A Return Scrutiny Cell should be created in the Commissionerate's Headquarters. The Return Scrutiny Cell shall maintain the records of the assesseees and the returns which are selected for detailed scrutiny and also the results thereof.

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## **Tax Returns**

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