



GOVERNMENT OF INDIA

Data Base Cell, Central Board of Direct Taxes
E-2, A.R.A. Centre, Jhandewalan Extension, New Delhi
Tele: 011-23593256/23548993 Fax: 011-23593359
Email: dbc.cbdt@incometaxindia.gov.in

F. No. DBC/ T&P/AGT-2017/ 248

Dated: 30.01.2017

To

All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authorities), and
Pr. Director General of Income Tax (attached Directorates of the CBDT)

Sub: **Annual General Transfer-2017 at the level of Pr. Chief Commissioners /Pr. Director Generals of Income Tax, Chief Commissioners /Director Generals of Income Tax, Pr. Commissioners/Pr. Directors of Income Tax, Commissioners/Directors of Income Tax, Addl./ Joint Commissioners of Income Tax and Deputy/Assistant commissioners of Income Tax.**

Madam/Sir,

I am directed to state that all the individual officers posted in your region in the grades mentioned above should submit their online transfer options for consideration for AGT-2017 through the web portal www.irsofficersonline.gov.in. The Group-A officers are required to follow the system of 'online submission of Transfer Option' which is operational through 'Cadre Management Systems'(CMS) with the help of their respective usernames and passwords and submit their details online.

1. In order to stream line the process of receiving and compiling transfer requests/options from the officers in an expeditious and error free manner during AGT-2017, submitting ON-LINE options is **mandatory** for all Group-A officers. For this purpose, separate Option Windows are being opened in CMS in the grades mentioned above. While filling the options the following points may be kept in mind :

- i) The officers may fill in one or more options of their choice.
- ii) In case more than one option is filled by any officer, the sequence in which options are filled will be considered as his/her preference.
- iii) If any officer wants to give more than 4 options the same may be indicated clearly in the specification column. The choices may be given in the order of preference.
- iv) If the officer, who is not due for transfer from a particular region/station, has requested for a transfer it may clearly be indicated by the officer that in case none of his/her choices are considered he/she may like to continue to be posted at the same region/station where currently posted.
- v) Those officers who are not in the Mandatory Transfer Lists or Review List or are not requesting for transfer are **NOT** required to fill the online option form.

2. Individual officers have to mandatorily self-authenticate that the Executive Profile in CMS is true and correct and updated or they must send the Request for Profile Correction (RPC) through the respective CCAs.

3. Once the online option form is submitted by the individual officers, the concerned Pr. CCIT (CCA)/Pr. DGIT of the attached Directorates of CBDT should 'approve online' the options submitted by the officers of their region by logging into CMS through the above mentioned URL. Needless to

mention, that all the Cadre Controlling Authorities have already been provided with their usernames and passwords. Provision has been made in the CMS to enter comments by the CCITs/DGITs while approving such options. CCAs have to certify the correctness of the special reasons such as medical ground, working spouse, education of children and others cited by the officers as ground for seeking transfer.

4. The password related queries, if any along with the complete postal address/authentic e-mail and telephone numbers may be mailed on **dbc.cbdt@incometax.gov.in**. Telephone queries in this regard may please be avoided. On account of security reasons, it may also be noted that the passwords will not be conveyed over telephone, SMS, e-mail or fax.

5. The officers posted in the CBDT or officers on the verge of reversion from deputation may submit their options online, followed by forwarding of the print outs of the Online Option forms duly signed by them, through their respective controlling authorities.

6. All the officers who had filed representations in paper form in the last 6 months and whose representation has not been considered till date may also fill in the online options forms, if they so desire, as only fresh options will be considered now.

7. It is reiterated once again that the primary responsibility for maintaining the Executive Profile correct and updated is on the individual officer as well as on the CCAs. Any incorrect/wrong entries in the Executive Profile would be viewed adversely by the CBDT against the individual officers as well as the respective CCAs under whose jurisdiction the officer is presently working.

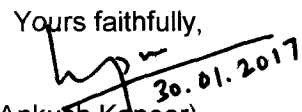
8. The officers in whose case the transfer/posting orders are to be reviewed during AGT-2017, as per earlier orders, will also be considered by the Placement Committee. The List of officers in whose cases the transfer/posting orders are required to be reviewed has been uploaded separately. In addition the 'Mandatory Transfer List' (MTL) generated by the CMS based on TPG-2010 has also been uploaded separately.

9. The undersigned is also directed to state that the officers in the Review Lists and the Mandatory Transfer Lists as stated in Para 8 above have to necessarily submit at least one of the options from the Deficient Regions.

10. The Deficient Regions in the grade of ACIT/DCIT have been identified as **Bihar & Jharkhand, Karnataka & Goa and Odisha** and in the grade of JCIT/Addl. CIT, the deficient Regions are **Bihar & Jharkhand, Kerala, NER, NWR, Odisha, Rajasthan, Tamilnadu and UP (East)**. These have been decided on the basis of existing shortages as on date.

11. The last date for online submission of the transfer requests is **10th February, 2017 after which the option window shall be closed**. It may please be noted that **no hard copy will be entertained in this regard**. The PrCCsIT/Pr.DGsIT are requested to approve the options submitted by the officers positively by **13th February, 2017**.

This is issued with the approval of Chairperson, CBDT, New Delhi.

Yours faithfully,

(Ankush Kapoor)
30.01.2017
Jt. Director of Income Tax
Data Base Cell, CBDT