



GOVERNMENT OF INDIA

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F. No. DBC/ T&P/AGT-2016/ 362

Dated: 08.03.2016

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-2016 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-2016 through the web portal www.irsofficeronline.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-2016, 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. The officers may fill in one or more options of their choice. In case more than one option is filled by any officer, he or she should indicate his or her preferences clearly so that the same does not lead to any grievances at a later stage.
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 CDBT 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 incorrectness/wrong entries in the Executive Profile would be viewed adversely by the CDBT 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-2016 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, Kerala,NER, UP(East) and West Bengal & Sikkim and in the grade of JCIT/Addl. CIT, the deficient Regions are Bihar & Jharkhand, MP & Chhattisgarh, Nagpur, NER, NWR, Odisha, Tamil Nadu and UP(East).These have been decided on the basis of existing shortages as on date.
11. The undersigned is also directed to state that the online approvals of the options submitted by the officers should be completed by **18th March, 2016 positively when the option windows shall be closed**. It may please be noted that no hard copy will be entertained in this regard.

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

Yours faithfully,


8.03.16
(Ankush Kapoor)
Jt. Director of Income Tax
Data Base Cell, CDBT