



कार्यालय

OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, दिल्ली
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
केंद्रीय राजस्व भवन, आई.पी. एस्टेट, नई दिल्ली-११०००२
C.R. BUILDING, I.P. ESTATE, NEW DELHI-110002

F.No. P-328/T&P/SR. PS-PS/2021-22/11144

Dated: 22 November, 2021

To,

All Pr. Chief Commissioners/Pr. Directors General of Income Tax
All Chief Commissioners/Directors General of Income Tax
All Pr. Commissioners/Directors of Income Tax
All Commissioners of Income Tax
New Delhi

Madam/Sir,

Sub: Transfer and Posting Policy/Guidelines for AGT 2021-22 of Senior Private Secretaries/ Private Secretaries -reg.

I am directed to enclose a copy of Transfer and Posting Policy/Guidelines for AGT 2021-22 of Senior Private Secretaries/ Private Secretaries for your kind information and necessary action.

Yours faithfully,

Encl: as above.

sdl

(SAWNI DIKSHIT)
DCIT (HQRS.-PERSONNEL) (GAZ.)
NEW DELHI

Copy to:-

1. Income Tax Gazetted Officers Association, Delhi Unit.
2. All India Income Tax SC/ST Employees Welfare Federation, Delhi Unit.
3. Notice Board.

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DCIT (HQRS.-PERSONNEL) (GAZ.)
NEW DELHI

TRANSFER & POSTING GUIDELINES FOR SR. PRIVATE SECRETARIES /

PRIVATE SECRETARIES FOR AGT 2021-22

The Transfer and Postings of Sr. Private Secretaries / Private Secretaries are to be done during Annual General Transfer (AGT) 2021-22. In order to have a fair, transparent, non-discriminatory, effective & amiable policy for the Transfer & Postings of Sr. Private Secretaries / Private Secretaries and their proper cadre management, the following guidelines are to be proposed for the AGT for the Financial Year 2021-22 and till amendments:-

1. All the Officers of the rank of Sr. Private Secretaries / Private Secretaries who have completed 42 months as on 31st March, 2021 should be considered for transfer from their existing charge.
2. As far as possible, Sr. Private Secretaries shall be posted with Pr. CCsIT/ Pr. DGsIT/ CCsIT/ DGsIT/ PCsIT/ PDsIT.
3. All newly promoted Sr. Private Secretaries / Private Secretaries shall invariably be posted afresh in another charge.
4. Once the T&P order is passed by the office of the Principal CCIT (CCA), following points shall be adhered to:-
 - i. No changes shall be made by the CCsIT/ DsGIT once the T&P order is passed by the office of the Principal CCIT (CCA).
 - ii. The respective HODs will be responsible to ensure that all the officers shall be relieved from their charges to join at their new place of posting within the given time frame, as per the T&P Order.
 - iii. Any representation by any officer against the T&P Order shall be considered only after joining at their new place of posting.
 - iv. Non-relieving of transferred out officers within the given time frame as per the T&P Order shall be viewed adversely by the office of the Pr. CCIT (CCA), Delhi.
5. To the extent possible, Persons with Disabilities (OH/VH/HH officials) may be posted/allowed to be posted to their choice of location/building to make them convenient to reach their place of posting easily on production of copy of relevant medical documents along with their application. In the case of extreme medical/disability circumstances like Cancer, Bypass Heart Surgery(evasive), Liver/Kidney transplantation, Kidney Dialysis etc., the official may be posted to his/her choice of lighter posting/location/building on production of copy of relevant medical documents along with their application.



6. In AGT-2021-22, Officers retiring up to March 2022 shall not be considered for transfer.
7. Employees who are due for postings will not be posted in the charges in which they had worked immediately prior to their present postings as far as possible.
8. The postings in Headquarters of Pr.CCIT would be selective and officials who are willing and conversant with the functioning would be given priority. Those posted in Headquarters of Pr. CCIT can be considered in exception to the above mentioned policy, subject to their request and good performance on completion of their tenure in HQ. The stay of officials in Headquarter of Pr.CCIT in exception to clause 1, would be allowed on specific request of Controlling Officer and willingness of officials concerned.
9. Exception to the above-mentioned clauses can be considered on account of administrative reasons or exigencies.

