

F.No. P-328/T&P/Addl._JCIT/2016-17/3835

OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
NEW DELHI

Dated : 23rd June, 2016

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

Sir/Madam,

Sub:-Forwarding of copy of Transfer and Posting
Policy/Guidelines of Addl./Joint Commissioners of
Income Tax for AGT-2016-17 - regarding -

I am directed to enclose copy of Transfer and Posting
Policy/Guidelines of Addl./Joint Commissioners of Income Tax approved
by the Local Placement Committee for AGT-2016-17 for your kind
information and necessary action.

Yours faithfully,



(MAIMUN ALAM)

JOINT COMMISSIONER OF INCOME TAX
(OSD)(HQRS-PERS) (GAZETTED), NEW DELHI

Encl. as above.

Copy to : All Recognized Associations.

In order to have a fair, transparent, non-discriminatory, effective & amiable policy for the Transfers and Postings of the **Additional/Joint Commissioners of Income Tax**, the Local Placement Committee in their meeting held on 23rd June, 2016 decided that the Annual General Transfers in the rank of Additional/Joint Commissioners of Income Tax for Delhi Region for the year 2016-17 should be done, as per the below mentioned guidelines:-

- i) The following charges be categorized as assessment charges:-
 - a) Ranges (including Special Ranges) under Pr. CIT-1 to 21, CIT TDS-1 & 2, CIT (Exemption) charges;
 - b) Postings under DGIT (Investigation) (other than Hqrs posting) and under Pr.CIT (Central)-1, 2 and 3 Charges. Posting under these charges be treated as sensitive for the purpose of these guidelines;
 - c) Posting under Principal CCIT (earlier DGIT) International Taxation (tenure would however be as per Chairman, CBDT's DO letter dated 20th April, 2010.
- ii) All the remaining charges other than above shall be categorized as non-assessment charges (including all Hqrs postings)
- iii) Officers who have completed 4 years in assessment charges continuously, including posting prior to posting in Delhi, should invariably be posted to non-assessment charges. Those officers, who have completed about 7 financial years or more in all during the career as Addl.CsIT/JCsIT in assessment charges, shall be shifted from assessment charges and be posted in non-assessment charges. This clause is analogous to clause (iii) of the Policy for ACsIT/DCsIT for AGT-2016-17. In the DCs/ACsIT cadre they have tenure of about 7-9 years, so maximum assessment tenure was fixed at about 5 financial years. In the cadre of Addl.CsIT/JCsIT, the officers have tenure of 10-12 years, so for this cadre the ceiling is fixed for about 7 financial years.
- iv) Officers who have completed about two financial years continuously in a particular assessment/any one or more non-assessment charge should be transferred and posted to other assessment/non-assessment charge subject to overall limit as stipulated in para (iii) above. For the current AGT, for example, the officers who have been posted in a particular charge since 1st December, 2014, would be due for a change in the current AGT.



- v) Normally, officers who are willing to continue in non-assessment charges and if recommended by the Local Placement Committee, they may be allowed to continue.
- vi) Officers who have completed a tenure of three years continuous posting in assessment charges should not be considered for posting in sensitive charges [DGIT (Inv)/Central Charges]. Officers shall also not be shifted from one sensitive charge to another sensitive charge in case they have completed a continuous tenure of two years in any sensitive charge.
- vii) For filling up vacancies in Investigation and Central Charges, officers may be shifted from assessment charges and vice versa, even though the officers have not completed tenure of two years in such charges. Similarly, for filling up vacancies in corporate charges, officers may be shifted from other assessment charges and vice versa, even though the officers have not completed tenure of two years in such charges. However, officers can be considered for posting in Investigation wing for further extension strictly in accordance with Board's letter dated 19th May, 2016 issued vide F.No.C-30014/47/2015-V&L.
- viii) Officers required for smooth functioning of the Hqrs of Principal CCIT will be posted, irrespective of their posting profile. Officers getting transferred out of the Hqrs of Principal CCIT only after completion of posting of two years will be given preference in their posting as far as possible. The officers posted as Senior DR in ITAT would be eligible to be considered for assessment posting after completion of one year in ITAT (subject to ceiling in clause (iii) above).
- ix) Officers against whom vigilance proceedings are pending as informed by the Principal DGIT (Vigilance)/ADG (Vigilance) may be posted to non-field postings only.
- x) The Committee may consider the requests of CCsIT/DsGIT for removal of any officer on administrative ground irrespective of his posting profile.
- xi) Posting from non-assessment to non-assessment/ Directorate to Directorate (except International Taxation) may be done for administrative convenience irrespective of tenure on a particular post.



- xii) Notwithstanding anything contained in these guidelines, the Local Placement Committee may, if it considers necessary to do so in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any post having regard to officer's past profile.

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