

November 26, 2009

Dear

This is with regard to certification of the Executive Profiles (including personal details) of the Group 'A' officers posted in your region. You may be aware that the CBDT has been pursuing hard to get these certified by the CCsIT (CCA) since last year. Several correspondences, meetings and field visits have been made in this regard. Updated lists of the deficient Executive Profiles in all the grades have also been placed on all the prominent links of the website for quick action by the officers as well as the CCsIT (CCA). Copies of the correspondences are also available on the website. In spite of all possible efforts by the officers of the CBDT, responses from the regions are not satisfactory.

You may appreciate that correct and complete database of all the IRS Officers is the primary requirement for effective and efficient Cadre Management. While a few regions have complied with the directions of the CBDT, many of the regions, especially Mumbai and Delhi having largest number of officers have not completed this exercise in time.

In this connection, I request you to personally monitor this area and expedite all the pending profiles where the status shown on the website is "awaiting data" or "unauthenticated" or "pending approval". Your office may also obtain the correction requests from the officers proposing corrections in their profiles or completed executive profiles from the officers who have not filled in earlier, if any. The set of all such profiles or correction requests, as the case may be, duly verified either by you or an officer on your behalf may please be sent to the Database Cell of the CBDT by 15th December, 2009.

I am sure you will keep the time limit so that the profiles are ready before the end of December, 2009.

Yours sincerely



(S.S.N. Moorthy)

Handwritten: 30/11/09

Smt. / Shri
All Chief Commissioner of Income Tax (CCA)