

**BY SPEED POST**

F.No.A-35015/6/2008-AD.VI  
Government of India  
Ministry of Finance  
Department of Revenue

New Delhi, dated the 2<sup>nd</sup> April, 2008

To

All Cadre Controlling Chief Commissioners of Income Tax,  
Director General of Income Tax (Admn.), Delhi  
Director General of Income Tax (Systems), Delhi  
Director General of Income Tax (Vig.), Delhi  
Director General of Income Tax (NADT), Nagpur

**Sub: General Transfers - 2008 - CsIT/Addl./Joint/DC/ACIT -**

Sir,

As per para 2 of the Transfer Policy, General Transfers shall normally be issued by 30<sup>th</sup> April and in any case, not later than 31<sup>st</sup> May of the year.

2. In this regard, please find enclosed Representations Proformae (**Annexure-I**) to be filled up by all CsIT/Addl./Joint/DC/ACIT.
3. All these representation proformae, duly filled by individual officers, are to be forwarded by the respective Cadre Controlling Chief Commissioners/Directors General of Income Tax and sent to the undersigned, through special messenger **latest by 09/04/2008.**
4. In case of officers who stand posted under your charge and have not yet joined, those who are on leave or on medical leave and those, who for some other reason, are not able to fill and submit their option forms, the respective Cadre Controlling Chief Commissioner of Income Tax will still submit the option form in respect of such officers with the details available with them.

5. Also find enclosed two proformae, **Annexure-II & III**, which are to be filled up by the Office of Cadre Controlling CCIT/DGIT. Annexure-II is basically a consolidated list of officers, choices of postings given by them and the recommendations/remarks, if any, of the Cadre Controlling Authority. Annexure-III is a tabulated sheet indicating the various posting tenures of each officer.
6. A copy of this letter along with enclosures has been placed on the Departmental website [www.irsofficersonline.org](http://www.irsofficersonline.org) for convenience of the field officers.
7. The above information may also be sent in MS-Word format in a CD-ROM along with the hard copy.

Yours faithfully,

(Rahul Kashyap)  
Under Secretary to the Government of India

**REPRESENTATION PROFORMA**

**CsIT/Addl./Joint/DC/ACIT**

*(Tick whichever is applicable)*

1. Name :
2. Civil List Code No. :
3. Present place of posting :
4. Date of joining on present post :
5. Date of retirement :
6. Please attach a copy of your **UPDATED PROFILE** i.e. History of Postings as given by you in response to Board's letter F.No.A-35015/09/2008-AD.VI dated 27<sup>th</sup> Feb., 2008.
7. Are you requesting for a transfer? Yes / No
8. If required to be transferred, your options in order of preference

(Officers shall indicate their fresh options/choices of postings, irrespective of earlier representations/choices sent by them to the Board, if any.)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

9. Reasons for giving these options (please fill in whichever is applicable):

- (a) Working spouse (please specify whether spouse is fellow IRS service/Central Services/Central Government or State Government employee or PSU or private sector or self employed)

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(b) Medical grounds (please specify whether in respect of self or family member and nature of ailment)

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(c) Education of children (please specify what course is being pursued)

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(d) Others (please specify)

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**SIGNATURE OF THE OFFICER**

**CsIT/Addl./Joint/DC/ACIT**

*(Tick whichever is applicable)*

**CONSOLIDATED STATEMENT OF REPRESENTATION PROFORMA  
TO BE SUBMITTED BY CCIT/DGIT(CCA)**

*Note: The consolidated list should be Civil Code Number-wise.*

<b>S. No.</b>	<b>Name of the Officer</b>	<b>Civil List Code No.</b>	<b>Transfer from</b>	<b>Choices of postings given by the officer for transfer</b>	<b>Reasons</b>	<b>Recommendations/Remarks of CCIT(CCA), if any</b>

**(to be signed by)  
CCIT/DGIT(CCA)**

ANNEXURE-III

CsIT/Addl./Joint/DC/ACIT

*(Tick whichever is applicable)*

**CONSOLIDATED STATEMENT TO BE FILLED UP  
BY THE OFFICE OF CADRE CONTROLLING CCIT/DGIT  
INDICATING THEIR STAY AND OTHER DETAILS**

Sl. No.	Post Held	Station	Name of the Officer	Code NO.	Total stay at present station	Current stay at present station	Tenure at current post	Total stay at present CCIT (CCA) Region	Tenure at deputation / exempted posts	Total Service as on date

(to be signed by)  
**CCIT/DGIT(CCA)**

