



INCOME TAX GAZETTED OFFICERS' ASSOCIATION - WB UNIT

Aayakar Bhavan, 6th Floor, Room No. 28, P - 7, Chowringhee Square, Kolkata - 700 069

President : Mrinal Chanda

General Secretary : Bhaskar Bhattacharya

(Mobile No. 9477331010)

(Mobile No. 8902198888)

To

Dated: April 04, 2013

**The Chief Commissioner of Income Tax (CCA), Kolkata
Aayakar Bhawan
Kolkata**

Attn:- DCIT, Hqrs. (Admn.), Kolkata

Sir,

Sub : Transfer/ Placement Policy 2013-14 - submission of...

Kindly refer to the above.

1. As per established practice, we are proposing herewith the Transfer & Placement Policy' 2013-14 for **ACsIT/DCsIT & JCsIT/Addl. CsIT's**, as formulated by the Executive Committee of the Association which should be considered while passing the Annual General Transfer orders for the financial year 2013-14.
2. In this regard, it is requested that no modification should be made in the proposed policy without our consultation.

Yours faithfully,

Encl. As above in 4 (four) sheets.

Sd/-

**(Bhaskar Bhattacharya)
General Secretary, ITGOA, WB-Unit**



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Transfer/Placement Guidelines -2013

for ACsIT / DCsIT & Jt.CIT/Addl.CIT

CCIT(CCA) Region of West Bengal.

1. Introduction :

All transfers and posting of officers in the grade of ACsIT/DCsIT and Jt.CIT/Addl.CIT will be effected by the Local Placement Committee and will be in consonance with the provisions of the Transfer/ Placement Guidelines for officers of these cadres formulated hereunder.

2. Classification of charges :

2.1 The charges are classified as assessment and non-assessment.

2.2 The non-assessment charges will be all posts in the headquarters of CCsIT/ DGIT/CsIT/ DsIT, Audit, Judicial, CIB, Prosecution, Systems and RTI.

2.3 All other charges including Central Charges are classified as assessment charges.

3. Eligibility for Transfers/postings and tenure at a post :

3.1 The officers will be eligible for transfer when they complete the tenure at a post as mentioned at 3.2

3.2 The normal tenure at a post will be 2 years for corporate assessment and non – assessment charges. Tenure for other posts may stay at three years.

3.3 Normally a 'stint' should be calculated from AGT to AGT and also for the purpose of counting of tenure at a post, a period of last 6 months in a financial year will be deemed as a full year.

3.4 Newly promoted officers and direct recruit officers in the grade of ACsIT will initially be posted to non-corporate assessment charges, starting with salary/TDS/Exemption unless they have less than three years to retire. Postings to salary, non-assessment posts including Hqrs to C'sIT (non-corporate) may be short filled (by way of assigning additional charges), in view of man power shortages. Such non-corporate Commissioners may be provided with exclusive ITO's(Tech).



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3.5 Officers who have worked in assessment charges for at least 2 years will be considered for postings in the Directorate of Investigation or Central Charges or Transfer Pricing or International Taxation (or) or in non - corporate assessment charges by way of exercise of option.

3.6 Officers who have completed 4 years or more continuously in assessment charges will be considered for posting to non-assessment charges.

3.7 Officers will be considered for posting to corporate assessment charges in order of their seniority in the civil list. Eligible officers for the corporate and non-corporate assessment charges should be placed in the respective charges serially in order of their seniority.

3.8 Officers who have 3 years or less service left will be considered for posting to the station of their choice.

3.9 Promotee Officers posted to this region on transfer may preferably be posted at Kolkata without any additional charges in moffusil.

3.10 In a career spanning 9 years there should be a cap on total years of assessment and/ or DGIT (Inv.) posting of 7 years as well as total non-assessment posting of 4 years. While considering the posting of an officer, complete career profile in the particular cadre should be considered in totality including his services outside the charge.

4. Guidelines for posting at Moffusil stations :

4.1 Ordinarily, willing officers will be posted to a Moffusil station on the basis of their representations.

4.2 If there is no vacancy in a particular Moffusil station of choice, then as far as possible nearest station may be allotted.

4.3 In case the number of officers opting for posting to a particular Moffusil station exceeds the number of vacancies available in that station, the officers who remained outside the station of their choice for longer duration will be given preference for posting to that station over the officers who remained out of that station for lesser duration.



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4.4 In case no officer is found to have opted for posting to a particular Moffusil station / stations where vacancies are available, inter-station transfers will be made in order to tide over the exigencies. In making this exercise, the officers comparatively younger in age-cum- junior in service will be considered. However, the officer who has already attained 50 years of age or served in moffusil station in any cadre during last 5 years from the date of transfer order shall not be considered for such transfer.

4.5 Normal tenure at a Moffusil station will be as per clause 3.2, which is further extendable by another 2 years in respect of those who want to continue in the same station.

5. Cooling off period :

The minimum cooling off period for being posted again to the same station will be 2 years reckoned from AGT to AGT.

6. Posting on compassionate grounds:

6.1 Postings on medical grounds should be considered in the case of serious medical problems.

6.2 Husband and wife should be posted at the same station subject to availability of posts, in accordance with the extant instructions of the Government of India.

6.3 Postings on other compassionate grounds including Educational Ground (for 10th & 12th standard) should also be sympathetically considered subject to availability of posts at the relevant station.

7. Posting of Office Bearers and Executive Members of Association:

Posting of the Office Bearers and the Executive Committee members of ITGOA should be made only after discussion with the Association.

8. Transfer and posting norms for Jt.CIT/Addl.CIT:



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All of the above shall apply for Transfer and Posting norms for Jt.CIT/Addl.CIT barring 2.2. Additionally, in view of severe man-power crisis, there will be bound to be multiple additional charges and attempt should be made to assign them in the same or nearby buildings.

9. General:

Any modifications / alterations can be effected in these guidelines only after consultation with ITGOA.

Sd/-

(**Bhaskar Bhattacharya**)

General Secretary, ITGOA, WB-Unit