

**IMMEDIATE**  
**BY SPEED POST**

F.No.A-24012/7/2016-Ad.VI(A)  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Direct Taxes

New Delhi, the 15<sup>th</sup> March, 2016.

To

All Pr. Chief Commissioners of Income Tax (Admn./CCA),  
All Director Generals of Income Tax (CCA).

Sub: Instruction regarding proceed on leave of the IRS (IT).

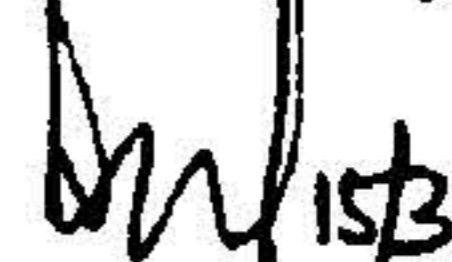
Sir,

Instance has come to the notice of the competent authority that the IRS (IT) officers proceeded on Earned Leave without sanction or handing over of charge.

2. You are therefore, requested to instruct the field formations under your charge/jurisdiction that no officer will proceed on any kind of leave including Earned Leave without the leave is sanctioned well in time & proper handing over the charge is done, in case required. This is for information and strict compliance.

3. This issues with the approval of competent authority.

Yours faithfully,



(D.K. Verma)

Deputy Secretary to the Govt. of India

Tele: 23095483

Copy to :

i. Data Base Cell for uploading the letter in www.irsofficersonline website.