

## **Transfer/Placement Guidelines for ACsIT / DCsIT**

### **Pr. CCIT, West Bengal & Sikkim Region**

**Financial Year 2015 – 16**

#### **1. Introduction :**

All transfers and posting of officers in the grade of ACsIT/DCsIT 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, I&CI, Prosecution, Systems and RTI.

**2.3** All other charges namely Corporate charges, Non-Corporate business charges, Central charges, Salary, TDS, Exemption, International taxation charges are classified as assessment charges.

**2.4** Investigation charges, though Non-assessment, shall be at par with assessment charges for transfer / posting purpose, this being a very sensitive charge.

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

**3.1** 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.

**3.2** The officers will be eligible for transfer when they complete the tenure at a post as mentioned below in 3.3.

##### **3.3**

**(a)** The tenure will be 2 years for all non-assessment charges mentioned in 2.2.

**(b)** The tenure will be 2 years for Corporate charges, to give corporate exposure to maximum number of officers before promotion.

**(c)** The tenure will be 3 years in Central charges and Investigation charges, to keep parity among all postings in DGIT(Inv) charge.

**(d)** The tenure will be 3 years for other non-corporate assessment charges, excluding Salary charges, which will be of 2 years tenure.

**3.4** Newly promoted officers and direct recruit officers in the grade of ACsIT will initially be posted to non-corporate assessment charges including Salary charge.

**3.5** Officers who have worked in non-corporate assessment charges at least for 2 years and/or non-assessment charges at least for 2 years, will be eligible for postings in Investigation or Central Charges.

**3.6** 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.

**3.7** Officers who have completed 5 years or more, continuously in assessment charges shall be considered for posting to non-assessment charges. This 5 year calculation shall also include tenure in Investigation charge, in true spirit of Para 2.4 above.

**3.8** Officers who have 3 years or less service left shall be considered for posting to the home town of their choice, to the extent possible.

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

#### **4. Guidelines for posting at Moffusilstations :**

**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 senior in age shall be given preference for posting to that station.

**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 55 years of age or have already served in moffusil station in any cadre during last 3 years from date of transfer order, shall not normally be considered for such transfer.

**4.5** Normal tenure at a Moffusil station will be as per clause 3.3, which can be further extended by another 2 years in respect of those officers who want to continue in the same station and if there is no other willing candidate for that particular station.

**5. Posting on compassionate grounds:**

Postings on compassionate grounds should be considered as per the norms laid down in DOPT Instruction, to the extent possible.

**6. 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.

**7. General:**

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

-----x-----

Members are requested to submit their suggestion on Draft T&P Policy above latest by 13.03.2015 to the Building/Station Representative or send by e-mail to [itgoawbunit@gmail.com](mailto:itgoawbunit@gmail.com) or [itgoawbunit@yahoo.com](mailto:itgoawbunit@yahoo.com)

