

**DIRECTORATE OF INCOME TAX (SYSTEMS)**  
**ARA Centre, Ground Floor, E-2, Jhandewalan Extension,**  
**New Delhi-110055**

10<sup>th</sup> November, 2014

To

All Principal Chief Commissioners of Income Tax

Sub: Workshop on Mapping New Hierarchy consequent to the fresh jurisdiction order after Cadre Restructuring

Ref: Video Conference on 10<sup>th</sup> November 2014.

Sir/Madam

I have been directed to draw your kind attention to Video Conference on PAN migration / New hierarchy following Cadre restructuring held on 10<sup>th</sup> November 2014. As directed by Member, a one day workshop is scheduled to be held on the above topic in **Aaykar Bhawan Vaishali on 12<sup>th</sup> November 2014 from 10 A.M. onwards.**

All Pr. CCsIT & Cadre controlling Pr. CCsIT are requested to nominate one technical person of RCC having knowledge of creation of hierarchy in AIS module to explain the implementation approach and a person from the Pr. CCIT (Hqrs.) office familiar with the jurisdiction process for the workshop.

The **nominees** are requested to kindly bring with them the draft / final jurisdiction order and the desired details as per the templates enclosed in "Annexure A & B". The data with regards to the templates of Annexure A & B may please be filled to the best of their understanding so that meaningful discussion can take place in workshop.

Data of jurisdiction relevant to each Pr CCIT charge is also placed on Itaxnet under the following path:

**Resources ---> Downloads ---> ITD Instructions ---> Cadre Restructuring-Instructions**

Yours faithfully

Encl: As Above

Sd/  
(Mritunjaya Sharma)  
DDIT(S) (III)(1)  
New Delhi

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**Annexure A: Sample Template for Range Classification**

S. No.	Area	CCIT-NAME	CIT-NAME	RANGE-NAME	AREA_CD	RANGE_CD	RANGE TYPE	RESTRUCTURING IMPACT	LOCATION
1	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	DEL	31			
2	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 2	DEL	32			
3	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	DEL	33			
4	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 4	DEL	34			
5	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 5	DEL	35			
6	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 6	DEL	36			
7	DELHI	CCIT III, DELHI	CIT-III, DELHI	ADDL CIT / JCIT RANGE 7	DEL	37			
8	DELHI	CCIT III, DELHI	CIT-III, DELHI	ADDL CIT / JCIT RANGE 8	DEL	38			
9	DELHI	CCIT III, DELHI	CIT-III, DELHI	ADDL CIT / JCIT RANGE 9	DEL	39			
10	DELHI	CCIT IV, DELHI	CIT-IV, DELHI	ADDL CIT / JCIT RANGE 10	DEL	40			
11	DELHI	CCIT IV, DELHI	CIT-IV, DELHI	ADDL CIT / JCIT RANGE 11	DEL	41			
12	DELHI	CCIT IV, DELHI	CIT-IV, DELHI	ADDL CIT / JCIT RANGE 12	DEL	42			
13	DELHI	CCIT IX, DELHI	CIT-IX, DELHI	ADDL CIT / JCIT RANGE 25	DEL	55			
14	DELHI	CCIT IX, DELHI	CIT-IX, DELHI	ADDL CIT / JCIT RANGE 26	DEL	56			
15	DELHI	CCIT IX, DELHI	CIT-IX, DELHI	ADDL CIT / JCIT RANGE 27	DEL	57			
16	DELHI	CCIT V, DELHI	CIT-V, DELHI	ADDL CIT / JCIT RANGE 13	DEL	43			
17	DELHI	CCIT V, DELHI	CIT-V, DELHI	ADDL CIT / JCIT RANGE 14	DEL	44			

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18	DEL HI	CCIT V, DELHI	CIT-V, DELHI	ADDL/JCIT R 15	DEL	45			
19	DEL HI	CCIT VI, DELHI	CIT- VI, DELHI	ADDL CIT / JCIT RANGE 16	DEL	46			
20	DEL HI	CCIT VI, DELHI	CIT- VI, DELHI	ADDL CIT / JCIT RANGE 17	DEL	47			
21	DEL HI	CCIT VI, DELHI	CIT- VI, DELHI	ADDL CIT / JCIT RANGE 18	DEL	48			
22	DEL HI	CCIT VI, DELHI	CIT-X, DELHI	ADDL CIT / JCIT RANGE 28	DEL	58			
23	DEL HI	CCIT VI, DELHI	CIT-X, DELHI	ADDL CIT / JCIT RANGE 29	DEL	59			

Instructions for filling the Range Classification Template

Column No.	Field	Description
1	S. No.	Unique Serial No.
2	Area	Designation of CCIT (CCA)
3	CCIT_NAME	Designation of CCIT
4	CIT_NAME	Designation of CIT
5	RANGE_NAME	Name of Range
6	AREA_CD	Area Code
7	RANGE_CD	Range Code
8	RANGE TYPE	Refer Table below for permissible values
9	RESTRUCTURING IMPACT	Refer Table below for permissible values
10	LOCATION	Name of City/Town where Range head is situated

2. The permissible values for RANGE TYPE is as under

A	CORPORATE RANGE
B	BUSINESS RANGE
C	MIXED RANGE
D	SALARY RANGE
E	TDS RANGE
F	CENTRAL RANGE
G	INTERNATIONAL TAXATION RANGE
H	DEFUNCT
I	OTHERS

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3. The permissible values for RESTRUCTURING IMPACT is as under

A	No change. One new assessing officer to be created
B	Range is being split into two or more Ranges
C	Range is being merged and demerged
D	This is a new Range

4. The CCIT (CCA) is expected to fill information in "Columns 8 to 10" for ranges relating to the region. Add new rows for new Ranges

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**Annexure B: Sample Template for AO Hierarchy and AO Codes**

ID	Area	CCIT-NAME	CIT-NAME	RANGE-NAME	AO-NAME	AREA_CD	AO_TYPE	RANGE_CD	AO_NO	BLDG_CD	BUILDING_NAME
939	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	DCIT / ACIT CO. CIR 1(1)	DEL	C	31	1	DELO1	C. R. BUILDING,DELHI
940	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	ITO CO. WARD 1(1)	DEL	W	31	1	DELO1	C. R. BUILDING,DELHI
941	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	ITO CO. WARD 1(2)	DEL	W	31	2	DELO1	C. R. BUILDING,DELHI
942	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	ITO WARD 1(3)	DEL	W	31	3	DELO1	C. R. BUILDING,DELHI
943	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 1	ITO CO. WARD 1(4)	DEL	W	31	4	DELO1	C. R. BUILDING,DELHI
944	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 2	DC/AC C. CIR 2(1)	DEL	C	32	1	DELO1	C. R. BUILDING,DELHI
945	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 2	ITO CO. WARD 2(1)	DEL	W	32	1	DELO1	C. R. BUILDING,DELHI
946	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 2	ITO CO. WARD 2(2)	DEL	W	32	2	DELO1	C. R. BUILDING,DELHI
947	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE 2	ITO CO. WARD 2(3)	DEL	W	32	3	DELO1	C. R. BUILDING,DELHI
948	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL CIT / JCIT RANGE	ITO CO. WARD 2(4)	DEL	W	32	4	DELO1	C. R. BUILDING,DELHI

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				2							
949	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	DC/AC C. 3(1)	DEL	C	33	1	DELO1	C. R. BUILDING,DELHI
950	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	ITO CO. W 3(1)	DEL	W	33	1	DELO1	C. R. BUILDING,DELHI
951	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	ITO CO. WARD 3(2)	DEL	W	33	2	DELO1	C. R. BUILDING,DELHI
952	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	ITO CO. WARD 3(3)	DEL	W	33	3	DELO1	C. R. BUILDING,DELHI
953	DELHI	CCIT I, DELHI	CIT-I, DELHI	ADDL/JCIT RG 3	ITO CO. WARD 3(4)	DEL	W	33	4	DELO1	C. R. BUILDING,DELHI
954	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 4	DC/AC CIR 4(1)	DEL	C	34	1	DELO1	C. R. BUILDING,DELHI
955	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 4	ITO WARD 4(1)	DEL	W	34	1	DELO1	C. R. BUILDING,DELHI
956	DELHI	CCIT II, DELHI	CIT-II, DELHI	ADDL CIT / JCIT RANGE 4	ITO WARD 4(2)	DEL	W	34	2	DELO1	C. R. BUILDING,DELHI