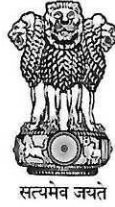


भारतसरकार
वित्तमंत्रालय
राजस्वविभाग
केन्द्रीयप्रत्यक्षकरबोर्ड
[आंकड़ासंचयप्रकोष्ठ]

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No. F. No.DBC/ AGT Process/AGT-2024/ 272

Dated 21.03.2024

To

All the Pr.CCsIT (Cadre controlling Authorities)
All the Pr.DGsIT/ DGsIT (Attached Directorates of CBDT)
The Pr. CCIT (NaFAC)
The Pr. CCIT (NFAC)

Madam/Sir,

Subject: Opening of Online Options Window on Cadre Management System (CMS) at web portal www.irsofficersonline.gov.in for Annual General Transfer (AGT)-2024 in the grades of Pr. Commissioners/Pr. Directors of Income Tax, Commissioners/Directors of Income Tax, Addl./Joint Commissioners/Directors of Income Tax and Deputy/Assistant Commissioners/Directors of Income Tax - reg.

Kindly refer to the above.

2. In reference to the above subject, the undersigned is directed to inform that the Online Option Window for AGT-2024 has been opened for all the grades of IRS officers mentioned above from 22.03.2024 and will remain open till 03.04.2024. The transfer options/requests by the individual officers should be submitted only through the web portal www.irsofficersonline.gov.in. The officers are required to follow the system of 'online submission of Transfer Option' which is operational through 'Cadre Management Systems'(CMS) with the help of their respective usernames and passwords and submit their options/requests through online mode only.

3. It is further informed that all the officers who are required/desirous of filing transfer requests/options have to fill the same only through online option window. It is requested that while filling the options the following important points may be kept in mind:

- (i) The officers may fill in one or more options of their choice.
- (ii) In case more than one option is filled by any officer, the sequence in which options are filled may be considered as his/her preference.
- (iii) If any officer wishes to give more than 4 options, the same may be indicated clearly in the "Specifications" column.

- (iv) The officers who have been promoted to the grades of Pr. CIT, CIT, Jt./ Addl CIT, AC/DCIT vide various orders of CBDT during the current Financial Year 2023-24 & in whose cases transfer orders on promotion have not been issued by the CBDT are required to mandatorily fill in their online transfer options.
- (v) Officers whose names have fared in the final Mandatory Transfer List/ Review List published by the Board on 15.03.2024 are also required to mandatorily fill in their online transfer options.
- (vi) The officers who fall in the criteria (iv) and (v) above, are required to mandatorily submit all the four (4) options and at least two (2) options must be from the deficit region sets (one from each set) as given below:

Grade	Deficit Sets
ACIT/DCIT	Set 1: Bihar & Jharkhand, MP & Chhattisgarh Set 2: NWR, UP (West), Mumbai*
Addl./JCIT	Set 1: MP & Chhattisgarh, Bihar & Jharkhand, Set 2: Tamil Nadu & Puducherry, UP (East), Mumbai*
CIT	Set 1: Nagpur, Bhopal, Bhubaneswar, Kolkata Set 2: Guwahati, Lucknow, Siliguri, Vizag
PCIT	Set 1: Guwahati, Siliguri, Sambalpur, Dhanbad, Gorakhpur Set 2: Srinagar, Kolkata, Kochi, Bhopal, Valsad

(*Note: Officers who are posted in Delhi/Mumbai are not allowed to choose Mumbai as a deficit region)

CAUTION:

- a) In case no option is given by an officer from any of the Deficient region/ station sets mentioned above, it shall be presumed that the officer has no specific preference amongst the said deficit region/station sets, and the officer may be posted to any of the deficit regions/station.
- b) The officers concerned may not give his/her current region (for the grade below CIT) or station (for CIT and above) as one of the four options and that the request for retention may be sought by selecting the "NO" option of the transfer request option available in the CMS online option window.
- c) If any officer, who is not due for transfer from a particular region/station, may also file his option in case she/he is looking for transfer out of the station/ region with specific reasons and supporting documents. Further,

it may clearly be indicated by the officer concerned that in case none of her/his choices are considered, she/he may like to continue in the same region/station where she/he is currently posted.

- d) Those officers who are not in the due list (MTL Cases, Review List and Promotion cases) and who are not requesting for transfer are not required to fill the online transfer option form.
- e) The officers who have inclination for training & capacity building may specifically mention their willingness to be posted at NADT and its Regional Campuses (RC) along with choice of station in the "Specifications" column.
- f) The officers who have inclination to work in Directorates may specifically mention their willingness alongwith their order of preference among Directorates in the "Specifications" column. Officers who have inclination to work in the Board are requested to use the **"Apply to CBDT"** tab present on the home page of irsofficersonline website.
- g) The officers who are physically challenged (PH) may specifically mention the details in the "Specifications" column and upload supporting documents.
- h) The officers who are seeking exemption from the routine exercise of transfer/ rotational transfer on account of being a caregiver to a specially-abled child and are covered under the DOPT O.M. No. 42011/3/2014-Estt. (Res.) dated 06.06.2014, 17.11.2014 and 05.01.2016, may mentioned the details in "Specifications" column and upload relevant supporting documents.

4. Once the online option form is submitted by individual officer, the concerned Pr. CCsIT (CCA)/Pr.DGsIT/ DGsIT of the attached Directorates of CBDT should verify and approve the options submitted by the officers of their Region online by logging into the CMS. Provision has been made in the CMS to enter comments by the Pr.CCsIT/ Pr.DGsIT/ DGsIT while approving such options. The CCAs have to certify the correctness of the special reasons such as medical/PH ground, caregiver to specially-abled child, working spouse, education of children and others reasons cited by the officers as ground for seeking transfer.

5. The final Mandatory Transfer List/ Review List have been uploaded in the website separately. The list is prepared on the basis of the objections filed by the officers in response to the tentative Mandatory Transfer List/ Review List uploaded on the website on 15.03.2024. Any further objection to the Mandatory Transfer List/ Review List shall be taken into consideration during finalization of the AGT-2024 orders.

6. The password related queries, if any, along with the complete postal address/ name based official e-mail and telephone numbers may be mailed on dbc.cbdt@incometax.gov.in. Telephonic queries in this regard may please be avoided.

On account of security reasons, it may also be noted that the passwords will not be conveyed over telephone, SMS or fax.

7. The undersigned is also directed to state that the primary responsibility for maintaining the Executive Profile (correct and updated) is on the individual officer as well as on the CCAs.

8. The last date for online submission of the transfer options/requests through Online Option Window is **03.04.2024** after which the option window shall be closed. It may please be noted that no hard copy will be entertained in this regard. All the Pr. CCsIT (CCA)/ PR. DGsIT/ DGsIT may approve the online options/requests submitted by the officers and forward the same with their comments/remarks by **08.04.2024**.

This issues with the approval of the Competent Authority.

Yours faithfully,



(Naveed Trumboo)

Joint Director of Income Tax,
Data Base Cell, CBDT.