



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम

O/o THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM

AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA - 700 069

Ph. No. : (033) 2213 6150, Fax No : (033) 2213 6989

फाइल सं. PCCIT/WBS/Admn/DC/Estt(Gz)/31(Part-I)/Circular/2017-18/22199 - तारीख : 18.12.2017
22699

सेवा में /To,

मुख्य आयकर आयुक्त/महा निदेशक

The Chief Commissioner of Income Tax- 1,2,3,4,5,6, Kolkata

The Chief Commissioner of Income Tax (TDS), Kolkata

The Director General of Income Tax (Inv), WB, Sikkim & NER

All Group A and Group B Officers under Pr. CCIT, WB & Sikkim Region

महाशय /महोदया,

विषय **Sub:** User Manual – Cadre Management System - circulation thereof - matter reg.

संदर्भ **Ref:** JDIT, Database Cell, CBDT, New Delhi's letter of F.No.DBC/CMS/2017-18/185 dated 11.12.2017

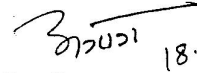
कृपया उपरोक्त का संदर्भ ग्रहण करें।
Kindly refer to the above.

I am directed to forward herewith a copy of the above referred letter dated 11.12.2017(as overleaf) as received from the JDIT, Database Cell, CBDT, New Delhi on the captioned subject. As mentioned in the letter, all joining and relieving orders of officers need to be uploaded on irsofficersonline.gov.in.

This is for strict compliance.

संलग्नक/Encl. ऊपर जैसा As stated above.

भवदीय,

 18.12.17

(अनुराग त्रिपाठी/ Anurag Tripathi, IRS)

सहायक आयकर आयुक्त, मुख्या. (प्रशा. व सर्तकता), कोलकाता

कृते प्र. मु.आ.आ., प.ब. एवं सिक्किम

ACIT, Hqrs. (Admn. & Vig.), Kolkata

For Pr.CCIT, WB & Sikkim

भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
केन्द्रीय प्रत्यक्ष कर बोर्ड
[आंकड़ा संचय प्रकोष्ठ]
ई-२, ए.आर.ए. सेन्टर, झण्डेवालान, नई दिल्ली
e-mail: dbc.cbdt@incometaxindia.gov.in



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES
[DATA BASE CELL]
E-2, ARA CENTRE, JHANDEWALAN, NEW DELHI
Tele: 011-23545993/23593256 Fax: 011-23593359

F.No. DBC/CMS/2017-18/185

Dated: 11.12.2017

To

The Principal Chief Commissioner of Income Tax (CCA)
West Bengal & Sikkim,
Aayakar Bhawan, P-7, Chowringhee Square,
Kolkata - 700069

Sub: User Manual – Cadre Management System – reg.

Sir,

I am directed to state that the webportal www.irsofficersonline.gov.in has been redesigned with enhancements and additional features which includes the following:

1. Access of Official Communique to ITOs :

This new feature has been added so that ITOs can also receive the communication issued by the Board on real time basis.

2. Online Relieving and Joining:

This feature has been added so that the profiles are updated as soon as the officers get relieved/joined and the Cadre Controlling office approves their relieving/joining. The functionality has two parts, one for Inter Region transfers and the other for Intra Region transfers.

(a) Inter Region Transfers:- All the officers who are transferred vide Board's orders are now required to submit their Relieving and Joining online using the Cadre Management System(CMS) available on website irsofficersonline.gov.in. For doing so they need to scan and upload their joining document (duly stamped from the supervisory office where the officer has joined). The office of the Cadre Controlling authority is required to approve the joining and relieving of the officers using the Cadre management System.

(b) Intra Region Transfers:- All the officers who are transferred vide the CCA's orders in their Region are required to upload their Relieving and Joining document (duly stamped from the supervisory office where the officer has joined) online using the Cadre Management System (CMS) available on website irsofficersonline.gov.in.

The detailed procedure for submission of Relieving/Joining documents and approving the Joining/Relieving online is provided in the User Manual attached with this letter. The Individual Officers and Nodal officer of CCA may also refer to the soft copy of the User Manual available on website irsofficersonline.gov.in for ready reference.

CIT (Admin)
15/12/17
15/12/17
ACT. Hw/Act

3. CCA/DGIT Annexe:

This feature was available on the website earlier also but it has been observed that many CCAs are not uploading the transfer/posting orders of Group A officers issued by them from time to time in their respective Regions. It is advised that all CCAs should utilize this functionality for easy retrieval of the orders issued in their Region.

I am further directed to state that with the above features in place it is desired that henceforth all the Relieving and joining of the officers in your Region are done through Cadre Management System available on irsofficersonline.gov.in. You may appoint one nodal officer who will be responsible for doing all the above mentioned tasks apart from those mentioned in the user manual which is available on the webportal cms.irsofficersonline.gov.in. A copy of User Manual has also been attached with this letter.

This issues with the approval of Member (Admin.), CBDT.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Amit Raj', with a date '11.12.17' written below it.

(Amit Raj)

Joint Director of Income Tax,
Database Cell, CBDT, New Delhi.

Encl: User Manual for CCA