



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
INCOME TAX, WEST BENGAL & SIKKIM
AayakarBhawan, P-7, Chowringhee Square, Kolkata-700069
Section: DCIT, Hqrs.,(Admn. & Vigilance), Kolkata
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फा.स. PCCIT/WBS/Admn/DC/Est(Gz)/78/(Part-I)/Report/2023-24/ 22105

Date: 12.03.2024

To

All the CCsIT under the Pr. CCIT, WB & Sikkim charge

The DGIT (Inv), WB, Sikkim & NER

All the PCsIT/PDIT/CsIT/DsIT.

Madam / Sir,

Sub: Civil List 2024-Photo upload and profile updation on www.irsofficersonline.gov.in
in all grades (Group A) - matter regarding

Ref: CBDT's letter in F. No. DBC/Civil List/2024/242 dated 11.03.2024.

Kindly refer to the above.

2. I have been directed to convey that, vide the above referred letter, the CBDT has directed that the profile correction / data updation in all grades (Group A) along with uploading of profile photo (and any other personal details), should be done by 20th March 2024, for the preparation of updated Civil list of IRS officers, which is being carried out by the Directorate of HRD.
3. In this regard, I have been directed to request you to kindly instruct all the Group – A officers posted under your charge to update their profiles photos (and any other personal details), on www.irsofficersonline.gov.in by 20th March, 2024. The path to upload their individual photo is given in Annexure 'A' in the given attachment.
4. Furthermore, if any correction is required in the existing posting profile of any officer, the said request may be forwarded to this office on email kolkata.dcit.hq.admin.vig@incometax.gov.in, in the prescribed proforma duly verified by the DDO along with supporting evidence by 18th March, 2024.

Encl – As above

Yours faithfully,

(राजेंद्र जयपाल / RAJENDRA JAIPAL)

उप आयकर आयुक्त, मुख्या. (प्रशा. व सर्तकता), कोलकाता
DCIT, Hqrs.(Admn. & Vigilance), Kolkata
For Principal CCIT, WB & Sikkim

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राजस्वविभाग
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CENTRAL BOARD OF DIRECT TAXES
[D A T A B A S E C E L L]
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Tele: 011-23545993/23593256 Fax: 011-23593359

F.No. DBC/Civil List/2024/242

Dated: 11.03.2024

To

All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authorities),
Pr. Director General of Income Tax (Admin & TPS)
Pr. Director General of Income Tax (HRD)
Pr. Director General of Income Tax (Training), Delhi
Pr. Chief Commissioner of Income Tax (NFAC),
Pr. Chief Commissioner of Income Tax (NaFAC),
Director General of Income Tax (Vigilance),
Director General of Income Tax (L&R),
Director General of Income Tax (Systems), Delhi &
Director General of Income Tax (Systems), Bengaluru.

Madam/Sir,

Sub: Civil List 2024 - Photo upload and Profile updation on www.irsofficersonline.gov.in in all grades (Group A) – reg.

I am directed to state that the preparation for updated Civil List of IRS Officers is being carried out by the Directorate of HRD. The Civil List shall inter-alia reflect the following:

- i. Name
- ii. Civil Code
- iii. Date of Birth
- iv. Education Qualifications
- v. Details of Deputation, etc.

2. Accordingly, it needs to be ensured that the profiles of all the officers are updated. Further, the proposed Civil List is to be issued with photos of the individual officers. At present, only 429 officers have uploaded their profile picture.

3. In this regard, I am directed to request you that the individual officers may be asked to upload their profile photo (and any other personal details) on www.irsofficersonline.gov.in. The path to upload the individual photo is given in **Annexure 'A'** of this letter. It is requested that the individual officers should update their profiles and photos by 20th March, 2024.

4. Accordingly, I am directed to request all the nodal officers of Pr. CCsIT (CCA), under the supervision of the CIT (Admin & TPS) of the region to dispose of all pending profile correction requests received from officers posted in their region by 20th March, 2024. While

updating/editing of the profile, the nodal officers should verify the service records/other supporting documents furnished by the officers. The count of pending requests at the end of nodal officers of Pr. CCsIT (CCA) is enclosed as **Annexure 'B'**.

5. Further, it is reiterated that **the responsibility of maintaining the correct and updated Executive Profile is on the individual officer.**

This issues with the approval of the competent authority.

Yours faithfully,



(Naveed Trumboo)

Joint Director of Income Tax
Data Base Cell, CBDT
New Delhi

Encl. As stated above.

Annexure A (Profile Photo Upload Path)

