



सत्यमेव जयते

**Government of India**  
**Central Board of Direct Taxes**  
**Directorate General of Income Tax (HRD)**

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F.No HRD/PM/410/2/2016-17/9635

Dated: 09<sup>th</sup> Mar, 2017

To,  
All the Principal Chief Commissioners of Income-Tax (CCA)/  
Principal Director Generals of Income Tax (of Attached Directorates)

**Sub: Analysis of hierarchy/posts creation in HRMS:-**

Sir,

Kindly refer to the above subject.

2. During the past one year, an exercise has been done in the Income Tax Department to create the hierarchy of the Department in HRMS. Many regions have completed the hierarchy/post creation in HRMS. To verify that the hierarchy is correct as per Cadre Restructuring 2014, a review of the hierarchy made in HRMS in the cadres of Pr.CCIT, CCIT, Pr.CIT & CIT was done. On analysis of the posts created in the system it is observed:

a) There is no uniform format for mentioning the posts of Principal Chief Commissioner/Principal Director General of Income Tax, Chief Commissioner / Director General of Income Tax, Principal Commissioner /Principal Director of Income Tax & Commissioner of Income Tax/Director of Income Tax in the posts created. Various nomenclature/abbreviations are being used by regions to identify and upload the above posts.

b) In the light of above circumstances, it is proposed that uniform format for all the posts till the level of CIT as mentioned below may be used for creation of hierarchy.

S.No	Name	Abbreviated Form
1	Principal Chief Commissioner of Income Tax	Pr.CCIT
2	Principal Director General of Income Tax	Pr.DGIT
3	Chief Commissioner of Income Tax	CCIT
4	Director General of Income Tax	DGIT
5	Principal Commissioner of Income Tax	Pr. CIT
6	Principal Director of Income Tax	Pr.DIT
7	Commissioner/Director of Income Tax	CIT/DIT
8	Additional Director General of Income Tax	ADG
9	Commissioner of Income Tax(Appeal)	CIT(A)
10	Commissioner of Income Tax (DR)(ITAT)	CIT (DR)(ITAT)
11	Commissioner of Income Tax (Admn. & TPS)	CIT(Admn. & TPS)
12	Commissioner of Income Tax (TDS)	CIT(TDS)
13	Commissioner of Income Tax (Audit)	CIT(Audit)
14	Commissioner of Income Tax( Judicial)	CIT(Judicial)
15	Commissioner of Income Tax( Exemptions)	CIT(Exemptions)

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16	Commissioner of Income Tax (LTU)	CIT (LTU)
17	Commissioner of Income Tax (Intl. Tax)	CIT (Intl. Tax)
18	Commissioner of Income Tax (TP)	CIT (TP)
19	Commissioner of Income Tax(DRP)	CIT(DRP)
20	Commissioner of Income Tax (APA)	CIT (APA)
21	Commissioner of Income Tax(CPC-TDS)	CIT (CPC-TDS)

In order to identify different posts in a cadre, a dash is to be followed by Indo-Arabic numeral eg. Pr.CIT-1, Pr.CIT-2, Pr.CIT-3, CIT(A)-1, CIT(A)-2, ADG(HRD)-1, ADG(HRD)-2 etc. It is further recommended that the abbreviations /nomenclature used in the official handbook of the department may strictly be adhered to while creating posts in hierarchy.

3. On further analysis of post creation in HRMS, it is seen that a number of multiple posts or dummy posts have been created. These dummy posts and duplicate/inactive posts have been segregated and identified in this Directorate till the post of CIT. **These duplicate/additional/inactive posts created in the HRMS hierarchy are not as per Cadre Restructuring 2014.** Further, these posts are creating problems in accessing other e-services viz. NJRS, E-Nivaran etc., modules of ITBA. These dummy/inactive/duplicate posts which have been reviewed and identified in the cadres of Pr.CCIT, CCIT, Pr.CIT & CIT are being cleaned with immediate effect and a check will be created to stop further modification of these posts so as to maintain sanctity of post/hierarchy.

4. **In the above context, I am directed to request that an exercise for correcting post hierarchy in HRMS may be undertaken by all the regions below the posts of CIT upto the rank of MTS. This exercise may kindly be completed by 31.03.2017.**

5. After the completion of this exercise, list of all active posts for the region should be communicated to this Directorate. **After the expiry of timeline, the hierarchy in HRMS will be frozen and further changes will not be allowed. In case changes are required, approval from Directorate of HRD/Systems will be needed.**

Yours faithfully,

*Anisha Ghei*  
9/3/2017  
(ANISHA GHEI)  
ADIT (PMD) (HRMS)

Copy to: (i) Additional Director General of Income Tax (System)-3, Aayakar Bhawan, Sector-3, Vaishali, Ghaziabad for information.  
(ii) To the Web Manager [www.irs-officeronline.gov.in](http://www.irs-officeronline.gov.in) with the request to upload this letter.

ADIT (PMD) (HRMS)