1. **Posting:**

Officers should be posted directly to their respective charges by Pr.CCIT, WB & Sikkim.

1. **Classification of charges:**

**Charges may be classified as Field and Non-field postings**

* 1. The charges classified as Field postings are ReAC charges, Investigation charges, I& CI & Jurisdictional charges, including TDS, Exemption & IT & TP .
	2. Officers posted in Headquarters of PCCsIT/CCsIT/DGIT/PCsIT[incl. ReAC charges]/PDIT/CsIT including IT & TP/ DsIT and all officers posted in CsIT Audit, Judicial, Systems, Directorate of Vigilance, ITAT, DTRTI and MSTU and officers posted as TRO, are classified as non- field charges.
1. **Eligibility for transfers/postings and tenure at a post :**
	1. The normal tenure at all posts henceforth will be of 2 (two) years for all field / non-field charges excluding DTRTI and MSTU, where the tenure will be 3 (three) years.
	2. There should be periodic rotation between officers posted in ReAC / other field charges and non-field charges.
	3. Each officer shall have a maximum tenure of 4 (four) years at a stretch in a field charge in a particular PCIT/CIT charge.
	4. Officers who have completed 4 (four) years continuously in field charges will be considered for posting to non-field charges.
	5. Posting of TRO should be strictly based on seniority and will have tenure of 2 (two) years having experience of 3 (three) years or more in field charges. Officers who have attained age of 55 years as on 31st March immediately preceding the AGT order, shall not be posted as TRO. Also, officers posted in non-field charges and due for transfer shall not be considered for posting as TRO.
	6. For the purpose of counting of tenure at a post, a period of 6 (six) months immediately preceding 31st March of the financial year will be treated as a complete year.
	7. Officers who have 3 (three) years or less service left will be considered for posting to the station of their choice to the extent possible.
	8. Representation made by officer will be considered to the extent possible and will be mentioned in the posting order.
	9. On promotion, officers may preferably be posted as JAO in Salary, TDS or non-corporate jurisdictional charges as the case may be. Thereafter, if vacancy still exists, officers may be posted in ReAC charges and the order of preference should be Verification Unit(VU)🡪Assessment Unit (AU)🡪 Penalty Unit (PU)[ as and when created] 🡪Technical Unit (TU)/Review Unit (RU)
2. **Posting in ReAC charges:**
	1. Tenure at each unit should be of two years.
	2. Posting in ReAC charges should not exceed 4 years at a stretch.
	3. Posting in ReAC charges may preferably be in the pattern of progression: Verification Unit(VU)🡪Assessment Unit (AU)🡪Penalty Unit (PU)[ as and when created] 🡪Technical Unit (TU)/Review Unit (RU).
	4. Newly promoted Officers may not be considered for posting in AUs. They should be posted in VUs. On successful completion of the tenure, they may be considered for posting in AUs.
	5. Officers who have attained the age of 57 years may not be considered for posting in AUs and VUs.
3. **For posting at Moffusil Station :**
	1. Ordinarily, willing officers may be posted to a Moffusil station on the basis of their representation and as per available vacancies. If there is no vacancy in a particular Moffusil station of choice, then as far as possible nearest station may be allotted.
	2. Normal tenure at a Moffusil station will be 2 (two) years which may be extended by another 2 (two) years in respect of those who want to continue in the same station subject to availability of vacancies.
	3. In case the number of officers opting for posting to a particular Moffusil station exceeds the number of vacancies available in that station, the officers who remained outside the station of their choice for longer duration will be given preference for posting to that station over the officers who remained out of that station for lesser duration.
	4. In case no officer is found for posting to a particular Moffusil station(s) where vacancies are available, in those cases junior most officers, as per joining in the ITO cadre, will be considered. However, officers who attained 55 years of age or have completed tenure in a Moffusil station in any cadre during immediately preceding 5 (five) years from the date of transfer order, shall not be ordinarily considered.
	5. Normal tenure for posting at Port Blair and Gangtok will be 1 (one) year which may be extended by another 1 (one) year in respect of those who want to continue in the station subject to availability of vacancies. For posting to Port Blair and Gangtok the junior most officers, who have not attained 55 years of age, will be considered.
	6. The **minimum cooling off period** for being posted again to the same station will be 2 (two) years reckoned from the AGT to AGT at the new station.
4. **Posting on compassionate ground :**
	1. Serious medical problems shall be considered for posting in choice station.
	2. Posting on spouse ground will be considered at the same station.
	3. Posting on other compassionate ground including educational ground (for 10th& 12th standard) will be considered at the relevant station.
5. **Posting of Office Bearers and Executive Committee members of ITGOA :**

The Office Bearers and Executive Committee members of ITGOA shall be posted in consultation with ITGOA with an aim to distribute the EC members at different buildings in Kolkata.