

F. No. M/35/2024-JDIT-2 (DBC)-CBDT/206

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes**

North Block, New Delhi

Dated: 01.02.2024

OFFICE MEMORANDUM

Sub: SOP for transfer/postings in various divisions of CBDT at the level of US and above under Department of Revenue - reg.

Please refer to the above-mentioned subject.

2. With the approval of the Competent Authority, a Standard Operating Procedure (SOP) is being laid down for transfer/postings in various divisions of CBDT at the level of US and above under Department of Revenue (DoR), as stated under:

- i. The Database Cell, CBDT shall call from various divisions of Board the details of existing/likely to arise vacancies for the period April to September by 15th December, and for the period October to March by 15th June of every year. For the first year, the details of existing/likely to arise vacancies shall be called as soon as this SOP is published.
- ii. The overall vacancies shall be published by Database Cell along with details of likely number of vacancies, likely period of arising of such vacancies, and the batches eligible for filling up such vacancies. The same shall be published by 15th January and 15th July of every year on www.irsofficersonline.gov.in asking the interested officers to send their willingness by submitting the prescribed online form (Annexure 'A'). Further, the tenure of Dir/DS/US shall be 5/4/3 years respectively, and the interested officers shall commit to be posted for atleast 3 years, if selected.
- iii. The interested officers may also submit their willingness by submitting the prescribed online form at any time (Annexure 'A'). The willingness may include the period for which the officer is willing to be considered (April to September or October to March or both of the relevant FY).

- iv. The details of officers who have offered their services for posting at the level of US and above under DoR shall be prepared by the Database Cell alongwith relevant details.
- v. The list of officers shall be placed before the committee consisting of the Revenue Secretary, the Chairperson, CBDT, and one Member, CBDT, which shall decide the transfer/postings after taking the Transfer/Placement Guidelines, 2010 and other administrative exigencies into consideration.

This issues with the approval of the competent authority.


(Naveed Trumboo)

Joint Director of Income Tax-2,
Database Cell, CBDT

To

**All Pr. Director Generals of Income Tax/ Director Generals of Income Tax,
All Joint Secretaries and Commissioners of Income Tax in CBDT, and
All PPS to Members, CBDT.**

Annexure A**RESUME****(For posting as JS/CIT/Dir/DS/US in CBDT)**To be filled and submitted on www.irsofficersonline.gov.in only

S.No.	Particulars	Details														
1.	Name															
2.	Civil Code															
3.	Educational Qualification															
4.	Designation/Present posting															
5.	Brief Description of Work Experience															
6.	Preference for any particular division (if any) along with justification thereof															
7.	Period for which this application form may be treated as valid	(i) April to September of the FY, or (ii) October to March of the FY, or (iii) Both (i) and (ii)														
8.	Posting Profile (Period of each posting and designation)															
	<table border="1"><thead><tr><th>S. No.</th><th>Post Description</th><th>Place</th><th>Region</th><th>From</th><th>To</th><th>Duration</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	S. No.	Post Description	Place	Region	From	To	Duration								
S. No.	Post Description	Place	Region	From	To	Duration										

*Disclaimer: Mere submission of this application form does not confer any right to get posted in CBDT.

Date: