



सत्यमेव जयते

DIRECTORATE OF INCOME TAX  
(Human Resource Development)  
Central Board of Direct Taxes  
Department of Revenue  
Government of India

**T. Jena, IRS**  
**Director General of Income Tax (HRD)**

D.O F. No. HRD/CM/102/3/2009-10/(Pt)/ 1102

Dated 2<sup>nd</sup> July, 2013

**C.R.I.-13/1(Core Comm.): Corr.No.2**

Dear

**Sub:- Implementation of the approved Restructuring of the Income Tax Department**

1. On 23.05.2013, Government has approved Cadre Restructuring of the Department for the creation of 20,751 additional posts and for carrying out various measures to increase the effectiveness of the Department. Details of the earlier and post-restructuring sanctioned strength are at **Annex. A**.
2. Briefly, the salient features of the approved restructuring are as under:
  - a. Number of assessment units (AUs) to be increased by 1080 from 3420 to 4500, for strengthening the tax-administration.
  - b. Expected net additional revenue of Rs. 25,756.04 crores per annum against expenditure of Rs. 449.71 crores per annum
  - c. Each Range to have one more Assessing Officer.
  - d. Increase in the number of Administrative CsIT deployed on assessment related functions to increase from 228 to 250,
  - e. 114 Special Ranges to be created, with adequate supporting manpower.
  - f. Creation of reserves numbering 620 created in the IRS cadre.

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- g. Bifurcation of the posts of the CITs in the HAG and SAG scales, on functional basis.
  - h. Upgradation of all existing 116 posts of CCsIT in HAG+ and Apex scales along with an increase of their number by 1 post.
  - i. Strengthening of the training set-up with creation of three more RTIs.
  - j. Directorates to be strengthened/reorganised. All the attached Directorates of CBDT to have a merged cadre of employees, except for EDP cadre of Directorate General of Systems, which would remain a separate cadre.
  - k. New areas such as Risk Management to be taken up. Critical functional areas such as International Tax, Investigation, and TDS etc need to be expanded.
  - l. Strengthening the Appellate/Advocacy Structure by increasing the number of CIT Appeals and providing them supporting manpower. Advocacy structure in the ITAT to be strengthened.
3. Further details on the above proposals are enclosed for your information as **Annex. B**.
4. The induction of additional manpower across various levels along with implementation of the restructuring need to be carried out at the earliest, but in a planned and phased manner. To facilitate the process CBDT has constituted a Core Committee and is in the process of constituting other Sub-committees to handle various areas of implementation.
5. The primary objectives of the strengthening/restructuring exercise are to improve the efficiency of the Income Tax Department, maximize revenue collection and provide better services to the taxpayers, apart from improving career prospects of the employees.
6. The time-bound and successful implementation of Cadre restructuring can be achieved only with the pro-active participation of all the Cadre Controlling Authorities and concerted efforts of all officers and staff of the Department.
7. While the Core Committee and Sub-committees would be facilitating the implementation in consultation with all concerned, it is requested that all Cadre Controlling Authorities may immediately commence the preparatory exercises for implementation by taking the following steps:



- a. Constitute Implementation Committees in their Regions representing **all stakeholders**.
  - b. Nominate **nodal officer(s)** who would be interacting with the Core Committee for providing inputs and obtaining feedback.
  - c. Take up the process of data collection on subjects such as organizational hierarchies, posts, deployment, workload, expenditure budget, revenue collection, logistics including infrastructure and location of offices and any other issues that may be **specific to the Region** as may require to be considered during implementation. Standardized format for communication of the required information would be provided to you at the earliest.
  - d. Take up the exercise of **updating the APARs** of all employees so that the process of DPCs is not held up or delayed on this account.
8. A detailed interaction with all Cadre Controlling Authorities and members of the Core Committee and Sub-committees will be held in Delhi at the Conference Hall of the Civic Centre at 10:00 a.m. on July 5 2013 to familiarize all concerned with the details of the Cadre restructuring proposals and discuss the terms-of-reference of each Sub-committee for co-ordinated implementation of the Cadre Restructuring. Your valuable presence at the meeting is requested. The Agenda for the day's programme shall be sent separately.
9. It is further requested that action on the matters referred to in Para 7 above may kindly be initiated immediately as this would facilitate meaningful and informed discussions during the proposed interaction.
10. We look forward to your whole-hearted co-operation and participation in this vital exercise, along with your cadres, to ensure that it is successfully implemented at the earliest and yields the best results to equip the Department to meet its challenges in the future.

*with regards*

Yours *Sincerely,*  
  
( T. Jena)

Shri/Smt..... *(By name)*  
CCIT CCA

## ANNEXURE: A

Sl. No.	Cadre	Pay Scale	Number		
			Existing (Pre-Cadre Restructuring)	Proposed	Additional manpower finally approved
1	Principal Chief Commissioner of Income Tax	Rs.80,000 (fixed)	0	26	26
2	Chief Commissioner of Income Tax	Rs. 75500-80000	0	91	91
3	Principal Commissioner of Income Tax*	Rs.67000-79000	116	300	184
4	Commissioner of Income Tax	Rs.37400-67000 + grade pay of Rs. 10000	731	635	-(96)
5	Additional / Joint Commissioner of Income Tax	Rs.37400-67000 + grade pay of Rs. 8700/ Rs.15600-39100 + grade pay of Rs. 7600	1253	1575	322
6	Deputy Commissioner of Income Tax	Rs.15600-39100 + grade pay of Rs. 6600	1358	1394	36
7	Assistant Commissioner of Income Tax	Rs.15600-39100 + grade pay of Rs. 5400	734	900	166
8	Reserves (Group 'A')	Rs.15600-39100 + grade pay of Rs. 5400	0	760	620
9	Income Tax Officer	Rs.9300-34800 + grade pay of Rs. 4800/Rs.5400	4448	5942	1494
10	Posts in AO cadre	Rs.15600-39100 + grade pay of Rs. 6600/Rs.9300-34800 + grade pay of Rs. 4800/4200	814	1384	570
11	Posts in PS cadre	Rs.9300-34800 + grade pay of Rs. 4800/4200	823	1051	228
12	Inspector of Income Tax	Rs.9300-34800 + grade pay of Rs. 4600	9490	13293	3803
13	Executive Assistants	Rs.9300-34800 + grade pay of Rs. 4200/	13905	19837	5932
14	TA/Steno III/Driver	Rs. 5200-20200+ grade pay Rs. 2400	11886	14781	2895
15	Notice server/ LDC/ Driver	Rs. 5200-20200+ grade pay of Rs. 1900	3707	3974	267
16	Group C	Rs. 5200-20200+ grade pay of	7365	11138	3773



		Rs. 1800			
17	Posts in EDP cadre	Rs.15600-39100 /Rs. 5200-20200	321	610	289
18	Posts in OL cadre	Rs.15600-39100 / Rs.9300-34800	203	354	151
19	Other Posts		639	639	0
TOTAL ADDITIONAL POSTS CREATED =				20, 751	
TOTAL POSTS AFTER CADRE RESTRUCTURING =				78, 544	
*SCALE EARLIER OCCUPIED BY CCIT /DGIT WHO ARE NOW UPGRADED					

**SALIENT ASPECTS OF THE CADRE RESTRUCTURING PROPOSALS**

a) Upgradation of CCIT level posts to Apex and HAG+ scales. Thus, all the existing CCsIT/DGs (plus one new post of DG) would be upgraded to these two levels. The posts in Apex scale (to be re-designated as Principal Chief Commissioner/Principal DG) will be as under:

i.	Cadre Controlling CCs	18
ii.	Directorates-General (Attached offices of CBDT)	7*
iii.	DG (International. Tax)	<u>1</u>
		26

\*DGsIT: 1.Administration, 2.Vigilance, 3.Human Resource Development, 4.Legal & Research, 5.Logistics, 6.Systems, & 7. Training

The remaining 91 would continue to be designated as Chief Commissioner/Director General but would be placed in the HAG+ scale of Rs 75,500-80,000/-.

- b) The number of posts in the HAG scale of 67,000-79,000/- to be increased from 116 to 300. No post of CCIT/DGIT would henceforth exist in this scale. CIT level officers would be placed in this scale and re-designated as Principal Commissioner/Principal Director:
- c) The remaining CIT level officers would continue to be designated as CIT and would also continue in the Pay Band-4, with Grade Pay of Rs. 10,000/-. The total number of posts in the scales of CIT/Pr. CIT would increase by 204 ( up from a total of 731 to 935).
- d) Increase in the number of Jt/Addl CIT by 322. The number to go up from the existing 1253 to 1575.
- e) Numbers of DCIT to increase from 1358 to 1394, ie by 36.
- f) ACIT level posts to go up by 166, from 734 to 900.
- g) Total increase in staff strength by 20,751 as under:

(i)	Group A		
	Duty posts	729	
	Reserves	<u>620</u>	1,349
(ii)	Group B		2,064
(iii)	Group C		<u>17,338</u>
			<u>20,751</u>



- h) Ranges to have six AO (presently 5), excluding TRO. Corporate Ranges to have 2 AC/DC and other Ranges to have 1 AC/DC. Total number of Assessment Units (AU) will go up by 1080. Span of control of Pr. CIT will go up from 15 AU to 18AU.
- i) Reserves of 620 posts at ACIT level created as against existing Nil.
- j) Three new DTRTIs to be created at Patna, Bhopal and Delhi.
- k) Three new DIT (Inv)s to be created at Chennai, Dehradun and Goa.
- l) All attached Directorates of CBDT to have merged cadre of employees.
- m) Financial outgo on newly created posts Rs. 449.71 cr
- n) Creation of 1080 additional Assessment Units
- o) Creation of 114 Special Ranges with supporting manpower including ITOs to make them effective.

12. Some of the specific measures included in the Cadre Restructuring exercise to strengthen/reorganize functions in the Department are as under:

(i) **The Appellate/Advocacy Structure**

- 1 CIT (Appeals) per Range for Central and Corporate CIT charges. Accordingly,
  - 48 CsIT (Appeals) for Central charges.
  - 81 CsIT (Appeals) in Corporate charges comprising 81 corporate ranges.
- 1 CIT (Appeals) each for other administrative Commissioners.
- Each CIT Appeals to have adequate supporting staff, including one Inspector to facilitate and assist in the appeal process, and improve the 1<sup>st</sup> Appeal system
- CsIT (DRs) and Sr. DR (Addl./Jt CIT level) to be assisted by 1 ITO each (total 179 ITOs) for litigation work, to strengthen the Departmental advocacy system in the Income Tax Appellate Tribunals (ITAT).
- Further 2 DCIT/ACITs to be posted against each ITAT Bench
- CsIT (Judicial) to be strengthened by providing supporting manpower, to strengthen the Advocacy structure.

(ii) **Investigation**

- 3 additional posts of DsIT (Investigation) to be created at Goa (Panaji), Chennai (having jurisdiction over Investigation Units at Coimbatore, Madurai and Pondicherry) and Dehradun( for Uttarakhand).

(iii) **TDS, International Taxation & other Support Functions**

- 1 additional CIT (TDS) Charge each in Delhi & Mumbai taking the number of TDS Commissionerates to 20.
- 6 CCsIT (TDS) ( one each stationed in Delhi, Mumbai, Chennai, Kolkata, Bangalore and Pune )
- Directorates of International Taxation increased from existing 7 to 13 and re-organised as Commissionerates of Income Tax (International Taxation).
- Directorates of Exemption re-organised as Commissionerates of Income Tax and number of DGIT (Exemption) to be increased to 4 CCsIT placed at four metro cities. Number of CsIT (Exemption) to be increased from 7 to 8.
- 8 Directorates of Transfer Pricing to be increased to 10.
- 3 Ranges per CIT for International Taxation & Transfer Pricing with 2 DCs/ACs per range.
- Number of CIT(Audit) to be reduced from existing 21 to 18, placing one CIT in each CCIT(CCA) Region by abolishing 1 post each in Delhi, Mumbai and Chennai.
- Number of CIT (Computer Operations) to be increased from existing 17 to 18 posts, with one CIT in each CCIT (CCA) Region.

(iv) **Strengthening/Restructuring the Directorates:**

- Attached Directorates of CBDT to be reorganized and renamed on functional lines, and the designations of IRS officers to be aligned on the lines of Ministries and attached offices of other Departments.
- Cadres of the attached Directorates to be merged, with cadre control resting with the DGIT ( Admin)
- Restructuring of some Directorates along with formation of new Directorates, including new Directorates General of, '*Risk Assessment*', to cater to the changing and emerging needs of the Department

(v) **Strengthening of the specialist support Cadres**

- 289 new posts created in the Electronic Data Processing ( EDP) Cadre ( existing 321)
- 151 new posts in the Official Language (OL) Cadre ( existing 203)
- 228 new posts in the Personal Secretary ( PS) Cadre ( existing 228)



➤ 570 new posts in the Administrative Officers (AO) Cadre ( existing 814)

The above new posts have been created to strengthen the Systems and administrative support systems throughout the Department, and to also improve career prospects and promotion avenues to the Cadres.

This strengthening/restructuring exercise is expected to improve the efficiency of the Income Tax Department resulting in increased revenue collection and better services to the taxpayers.



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**GOVERNMENT OF INDIA  
CENTRAL BOARD OF DIRECT TAXES  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCE DEVELOPMENT)**

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New Delhi – 110070. Ph. 26130599, Fax 26130598.

F. No. HRD/CM/102/3/2009-10/(Pt)/ 1094

Dated : 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of the Cadre Restructuring proposals in Income Tax**

**Department : Constitution of Sub-committee No.1:**

**Jurisdiction & Deployment of Posts**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly without affecting the important ongoing functions and annual targets of the Department.
3. Accordingly, a Sub-committee on Jurisdiction & Deployment of Posts is constituted as under:

1. SHRI. M K MIRANI (77017) (CHAIRMAN)
2. SHRI. B. MURALI KUMAR (83058)
3. SHRI. TAPASH KUMAR DUTTA (85023)
4. SHRI. PRADIP MEHROTRA (88037)
5. SHRI. SANJIV SINGH (91021)
6. SHRI. CHANDRA VIJAY (03029)
7. SHRI. C P SINGH (03551)



4. Shri, Nikhil Choudhary, Addl DIT HRD shall be the Member Secretary to this Sub-committee.
5. This Sub-Committee No. 1 known as Sub-committee for Jurisdiction and Deployment of posts shall be responsible for recommending the setting up of various offices along with their jurisdiction in accordance with the approved proposals. The Sub-committee shall recommend the Regions/Charges/ places where the additional posts/officers/officials can be deployed, and their likely jurisdiction keeping in mind the need:
  - a. to balance the operational requirement with minimum displacement of work/cases/offices;
  - b. to maximise the convenience to the taxpayers;
  - c. to maximise workplace convenience to officers from the point of view of administrative setup, facilities and infrastructure;
  - d. to consider existing and future revenue potential, and
  - e. to examine the possibility/feasibility of locating Income-tax office(s) in every District in India
6. The Chairman of the Sub-committee may further:
  - a. constitute Working Groups including members of this Sub-committee, with each Group being responsible for making recommendations on functional areas such as Investigation, Central Charges, International Tax/Advance Pricing Agreements/ Transfer Pricing, TDS, Exemptions, Corporate/Non-corporate etc.
  - b. ensure that each Group co-ordinates with the concerned CCIT CCA/DGIT in their respective area of work, and
  - c. obtain inputs from all CCIT CCA Regions, and all stakeholders; with the Addl. CsIT (Hq) being responsible for providing the specific inputs for the particular Regions.
  - d. ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of Group A, B and C cadres and shall communicate the same to the respective Sub-committee.
7. The time-frame for this Sub-committee to complete its task shall be **three months**.
8. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.

9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.
10. The Chairman of the Sub-committee may
  - a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
  - a. All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - b. Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
13. This issues with the approval of Competent Authority.

- 50 -  
(Sanjay Gosain)

**Deputy Director of Income tax (HRD)**  
**New Delhi**

Copy to:

1. PS to FM/MoS (Revenue)
2. PS to Secretary (Revenue)
3. Chairman/Members CBDT
4. All Chief Commissioners of Income Tax (CCA); Director Generals of Income Tax (Inv.), (I&CI), (Int. Taxation), (Exemption)
5. Director Generals of Income Tax - (Systems), (Admn.), (Vigilance), (L&R), (Logistics) (Training)
6. Chairman & Members of the Core Committee & Sub-committee
7. Secretary General, IRS Association, ITGOA and ITEF



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Deputy Director of Income tax (HRD)

New Delhi

02/07/2013



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**GOVERNMENT OF INDIA  
CENTRAL BOARD OF DIRECT TAXES  
DIRECTORATE OF INCOME TAX  
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New Delhi – 110070. Ph. 26130599, Fax 26130598.

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F. No. HRD/CM/102/3/2009-10/(Pt)/1695 Dated 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of the Cadre Restructuring proposals in Income Tax**  
**Department : Constitution of Sub-committee No.2:**  
**DPCs**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on DPCs constituted as under:
  1. SHRI. SIDDHARTHA MUKHERJEE (79050) (CHAIRMAN)
  2. SHRI. S K LOHANI (JS ADMIN)
  3. SMT. KAVITA JHA (83035)
  4. SHRI. P V RAO (84063)
4. Shri, Praveen Kumar, DDIT HRD shall be the Member Secretary to this Sub-committee.



5. The responsibilities of the Sub Committee will be:
  - a. to ensure early DPC for promotion to the concerned post
  - b. facilitate/carry out vacancy analysis
  - c. ensure preparation of a proper panel
  - d. ensure availability of all the necessary clearances
  - e. completion of ACRs/APARs
  - f. ensure obtaining dates for DPCs
  - g. ensure follow up of subsequent clearances as may be required
  - h. Follow up with the CCIT CCAs for DPCs of other Cadres under the CCAs
6. The Chairman of the Sub-committee may constitute Working Groups responsible for carrying out the preparatory processes for conducting DPC for one specific grade would be constituted as under:
  - a. Committee for promotion of ITOs to ACIT
  - b. Committee for promotion of DCIT to Jt CIT
  - c. Committee for promotion of Addl CIT to CIT
  - d. Committee for promotion of CIT to Pr CIT
7. The Chairman of the Sub-committee may also
  - a. ensure that each Group co-ordinates with the concerned CCIT CCA/DGIT in their respective area of work, and
  - b. obtain inputs from all CCIT CCA Regions, and all stakeholders; with the Addl. CITs (Hq) being responsible for providing the specific inputs for the particular Regions.
  - c. Ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of Group A, B and C cadres and shall communicate the same to the respective Sub-committee.
8. The time-frame for this Sub-committee to complete its task shall be **three months**.
9. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.
10. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.


11. The Chairman of the Sub-committee may
- Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
12. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail and video conferencing, as feasible and required.
13. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
- All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
14. This issues with the approval of Competent Authority

-SD-  
(Sanjay Gosain)

**Deputy Director of Income tax (HRD)**  
**New Delhi**

Copy to:

1. PS to FM/MoS (Revenue)
2. PS to Secretary (Revenue)
3. Chairman/Members CBDT
4. All Chief Commissioners of Income Tax (CCA); Director Generals of Income Tax (Inv.), (I&CI), (Int. Taxation), (Exemption)
5. Director Generals of Income Tax - (Systems), (Admn.), (Vigilance), (L &R), (Logistics) (Training)
6. Chairman & Members of the Core Committee & Sub-committee
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F. No. HRD/CM/102/3/2009-10/(Pt)/1696

Dated 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of Cadre Restructuring in Income Tax Department :**  
**Constitution of Sub-committee No.3:**  
**Restructuring of Directorates**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate the implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly, without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on Restructuring of Directorates is constituted as under:
  1. SHRI. U K SHUKLA (77020) (CHAIRMAN)
  2. SHRI. R M GARG (83006)
  3. SHRI. LEKHA KUMAR (87001)
  4. SMT. SUNITI SRIVASTAVA (89012)
4. Smt Naina Soin Kapil Addl DIT HRD shall be the Member Secretary to this Sub-committee.

5. This Sub-Committee shall be responsible for

- a. making recommendations on the implementation of proposals made by the departmental Cadre Restructuring Committee regarding the staff in the attached directorates
- b. establishment of newly created Directorates
- c. making recommendations on the issue of inter-se seniority after merger of cadres
- d. making recommendations on specific issues relating to distribution/allocation of posts and manpower relating to certain directorates such as Investigation in UP, NADT etc.
- e. making recommendations for the implementation of restructuring of other Cadres

6. The Chairman of the Sub-committee may further:

- a. constitute Working Groups including members of this Sub-committee, with each Group being responsible for making recommendations on functional areas such as Risk assessment, Investigation, etc.
- b. ensure that each Group co-ordinates with the concerned DGIT/CCIT CCA in their respective area of work, and
- c. obtain inputs from all DGsIT, and all stakeholders; with the Addl. DITs (Hq) being responsible for providing the specific inputs for the particular Directorates.
- d. Ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of Group A, B and C cadres and shall communicate the same to the respective Sub-committee.

7. The time-frame for this Sub-committee to complete its task shall be **three months**.

8. The Sub-committee shall,

- a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
- b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.

9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.



10. The Chairman of the Sub-committee may
- a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
- i. All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - ii. Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
13. This issues with the approval of Competent Authority


- 10 -

**(Sanjay Gosain)**

**Deputy Director of Income tax (HRD)  
New Delhi**

Copy to:

1. PS to FM/MoS (Revenue)
2. PS to Secretary (Revenue)
3. Chairman/Members CBDT
4. All Chief Commissioners of Income Tax (CCA); Director Generals of Income Tax (Inv.), ( I&CI), (Int. Taxation), (Exemption)
5. Director Generals of Income Tax - (Systems), (Admn.), (Vigilance), (L & R), ( Logistics) (Training)
6. Chairman & Members of the Core Committee & Sub-committee
7. Secretary General, IRS Association, ITGOA and ITEF
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**Deputy Director of Income tax (HRD)  
New Delhi**



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**GOVERNMENT OF INDIA  
CENTRAL BOARD OF DIRECT TAXES  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCE DEVELOPMENT)**

ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,  
New Delhi – 110070. Ph. 26130599, Fax 26130598.

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F. No. HRD/CM/102/3/2009-10/(Pt)/ 1097 Dated 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of the Cadre Restructuring proposals in Income Tax**

**Department : Constitution of Sub-committee No.4:**

**Recruitment of Group B & C Cadres and Training Needs**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of a total 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate the implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring proposal smoothly without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on Recruitment of Group B & C Cadres and Training Needs is constituted as under:
  1. SMT. KIRAN OBEROI VASUDEV (78027)(CHAIRMAN)
  2. SHRI. THIRUMAL KUMAR (85017)
  3. SHRI. RAMASAMY RAVICHANDRAN (87077)
  4. SHRI. SANJAY BAHADUR (89037)
  5. SHRI. SM DAS (02550)
  6. SHRI M. S. SHARMA, DS, Ad. VII.



4. Shri, Om Prakash, DDIT HRD shall be the Member Secretary to this Sub-committee.
5. This Sub-Committee shall be responsible for looking into
  - a. the process of filling up all the direct recruitment posts in Group B and Group Cadres
  - b. preparation and implementation of a training plan for the newly recruited personnel in consultation with the NADT/RTIs/CCIT CCAs(for MSTUs) and training institutions
  - c. recommending the methodology and time frame for filling up of vacant posts in the Promotion quota.
6. The Chairman of the Sub-committee may further:
  - a. constitute Working Groups from among the members of this Sub-committee, with each Group being responsible for making recommendations on functional areas
  - b. ensure that each Group co-ordinates with the concerned CCIT CCA/DGIT in their respective area of work, and
  - c. obtain inputs from all CCIT CCA Regions, and all stakeholders; with the Addl. CsIT (Hq) being responsible for providing the specific inputs for the particular Regions.
  - d. Ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of Group A, B and C cadres and shall communicate the same to the respective Sub-committee.
7. The time-frame for this Sub-committee to complete its task shall be **three months**.
8. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.
9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.

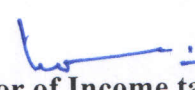
10. The Chairman of the Sub-committee may
  - a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
  - a. All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - b. Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
13. This issues with the approval of Competent Authority

-55-  
(Sanjay Gosain)

**Deputy Director of Income tax (HRD)**  
**New Delhi**

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2. PS to Secretary (Revenue)
3. Chairman/Members CBDT
4. All Chief Commissioners of Income Tax (CCA); Director Generals of Income Tax (Inv.), (I&CI), (Int. Taxation), (Exemption)
5. Director Generals of Income Tax - (Systems), (Admn.), (Vigilance), (L&R), (Logistics), (Training).
6. Chairman & Members of the Core Committee & Sub-committee
7. Secretary General, IRS Association, ITGOA and ITEF
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**Deputy Director of Income tax (HRD)**  
**New Delhi**

02/07/2013





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F. No. HRD/CM/102/3/2009-10/(Pt)/ 1099 Dated 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of Cadre Restructuring proposals Income Tax**  
**Department : Constitution of Sub-committee No.5:**  
**IRS Recruitment Rules**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate the implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on IRS Recruitment Rules is constituted as under:
  1. SHRI. A.K. SINGH (78057)(CHAIRMAN)
  2. SHRI. AKHILESH RANJAN (82037)
  3. SHRI. SANJAY KUMAR PATRA (83013)
  4. SHRI. ANGAM SHAIZA (92098)
  5. SHRI. P. NARAYANAN (DIRECTOR, AD. VI, CBDT )

4. Shri, S P Gupta, DDIT HRD shall be the Member Secretary to this Sub-committee.
5. This Sub-Committee shall:
  - a. look into the existing issues in the RRs for IRS
  - b. recommend RRs for the new scales/posts in accordance with the model RRs, and considering RRs of other Services with Apex Scale in their cadre
  - c. prepare consolidated RRs taking into account the amendments already proposed, and amendments required as a result of Cadre Restructuring, and
  - d. assist in the speedy amendment of the RRs for the IRS
6. The Chairman of the Sub-committee may further:
  - a. constitute Working Groups including members of this Sub-committee, with each Group being responsible for making recommendations on specific areas and issues;
  - b. ensure that each Working Group co-ordinates with the concerned DGIT/ CCIT CCA in their respective area of work, and
  - c. ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of concerned cadres and shall communicate the same to the respective Sub-committee.
7. The time-frame for this Sub-committee to complete its task shall be **three months.**
8. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.
9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.
10. The Chairman of the Sub-committee may
  - a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.




- b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
- All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
13. This issues with the approval of Competent Authority

- 50 -

(Sanjay Gosain)  
Deputy Director of Income tax (HRD)  
New Delhi

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2. PS to Secretary (Revenue)
3. Chairman/Members CBDT
4. All Chief Commissioners of Income Tax (CCA); Director Generals of Income Tax (Inv.), ( I&CI), (Int. Taxation), (Exemption)
5. Director Generals of Income Tax - (Systems), (Admn.), (Vigilance), (L&R), ( Logistics) (Training)
6. Chairman & Members of the Core Committee & Sub-committee
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F. No. HRD/CM/102/3/2009-10/(Pt)/ 1098 Dated 2<sup>nd</sup> July, 2013

**Office Order**

**Sub:-Implementation of Cadre Restructuring in Income Tax Department :**

**Constitution of Sub-committee No.6:  
Recruitment Rules for Group B & C Cadres**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate the implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on RRs of Group B & C Cadres is constituted as under:
  1. SHRI. AMRENDRA TIWARY(79055) (CHAIRMAN)
  2. SHRI. D P SEMWAL (85038)
  3. SHRI. V. ANANDRAJAN (88044)
  4. SHRI. S S MEENA (93098)
  5. SHRI. HORAM SINGH (00584)
  6. SHRI A K SEHAJPAL (01869)



4. Sh J C Sehgal, DDIT HRD shall be the Member Secretary to this Sub-committee.
5. This Sub-Committee No. 6 known as the Sub-committee on RRs for Group B & C Cadres shall be responsible for the following:
  - a. identifying requirements for amendments in RRs as a result of restructuring and the Model RRs,
  - b. examining the issues such as the merger of posts like STA, Steno Gr I, OS as Executive Assistant, and the consequent changes in promotion channels; and making recommendations for suitable amendments in the RRs.
  - c. examining recruitment/promotion related problems in these posts faced in different regions, and recommend any required amendment in the RRs resolve the same.
6. The Chairman of the Sub-committee may further:
  - a. constitute Working Groups including members of this Sub-committee, with each Group being responsible for making recommendations on specific areas and issues;
  - b. ensure that each Working Group co-ordinates with the concerned DGIT/ CCIT CCA in their respective area of work, and
  - c. ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of concerned cadres and shall communicate the same to the respective Sub-committee.
7. The time-frame for this Sub-committee to complete its task shall be **three months.**
8. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.
9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee, which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.
10. The Chairman of the Sub-committee may

- a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
  12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
    - a. All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
    - b. Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
  13. This issues with the approval of Competent Authority

-SD -  
(Sanjay Gosain)

**Deputy Director of Income tax (HRD)**  
**New Delhi**

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6. Chairman & Members of the Core Committee & Sub-committee
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64071200  
**Deputy Director of Income tax (HRD)**  
**New Delhi**





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F. No. HRD/CM/102/3/2009-10/(Pt)/ 1100 Dated 2nd July, 2013

**Office Order**

**Sub:-Implementation of Cadre Restructuring in the Income Tax**

**Department : Constitution of Sub-committee No.7:**

**Infrastructure Requirements**

1. Pursuant to the approval of the Government to the Restructuring Proposal of the Income-tax Department on 23.05.2013 for the creation of 20,751 additional posts, and for carrying out various measures to increase the effectiveness of the Department, a Core Committee has been constituted by the CBDT on 19.06.2013 to facilitate the implementation of the Cadre Restructuring.
2. The Board has also decided to constitute other Sub-committees to help in executing the various tasks emanating from the approved restructuring smoothly without affecting the important ongoing functions and annual targets of the Department .
3. Accordingly, a Sub-committee on Infrastructure Requirements is constituted as under:
  1. SMT. POONAM DUTT (78018) (CHAIRMAN)
  2. SMT. SHEFALI SHAH (85035)
  3. SHRI. S. RAMAKRISHNAN (89046)
  4. SHRI. SAMAR BHADRA (89108)
  5. SHRI. D S KALYAN (90098)

4. Ms Rishpal Bedi, DDIT HRD shall be the Member Secretary to this Sub-committee.
5. This Sub-Committee shall, after considering the creation of 20,751 additional posts, 1080 additional assessment/other units, and consequent requirement of existing infrastructure, be responsible for
  - a. Assessing the existing infrastructure, and infrastructure gaps in the Department.
  - b. Working out and recommending arrangements to meet the interim requirements of infrastructure based on the creation, deployment and filling of posts in various Regions until the long term arrangements are made.
  - c. Recommending long term infrastructure requirements to dovetail with the plan for location and phasing of posts and offices,
  - d. Working out the requirements of other supporting infrastructure for the offices and
  - e. Preparing an infrastructure plan with its implementation schedule and financial implications.
6. The Chairman of the Sub-committee may further:
  - a. constitute Working Groups from among the members of this Sub-committee, with each Group being responsible for making recommendations on different areas.
  - b. ensure that each Group co-ordinates with the concerned CCIT CCA/DGIT in their respective area of work, and
  - c. obtain inputs from all CCIT CCA Regions, and all stakeholders; with the Addl. CsIT (Hq) being responsible for providing the specific inputs for the particular Regions.
  - d. Ensure that the Implementation Committee set up by the CCsIT CCA shall obtain inputs from members of Group A, B and C cadres and shall communicate the same to the respective Sub-committee.
7. The time-frame for this Sub-committee to complete its task shall be **three months**.
8. The Sub-committee shall,
  - a. Prepare and submit an Interim Report within two weeks of this Office Order, indicating the methodology and time frame for carrying out its work for submission of the final report.
  - b. Submit interim/status reports from time to time indicating the progress of work and any issues that may require decisions or intervention of CBDT.
9. As decided by the Board, the aforesaid reports and communications would be submitted by the Sub-committee to the Core Committee,



which would thereafter submit the same to the Board. This would facilitate co-ordination, communication, uniformity and standardization in the activities of all the Sub-committees, and ensure consistency and compliance to the basic tenets in the implementation of the Cadre Restructuring.

10. The Chairman of the Sub-committee may
  - a. Co-opt more Members, if required, for specific activities, specialist inputs or to make the consultations broad based and inclusive.
  - b. Constitute further Working Groups, as required, for examining various issues and for providing material that may assist the Sub-committee in its work
11. In order to ensure exchange of regular communication, feedback and inputs between the Members to achieve time-bound progress, the Sub-committee may primarily carry out communications through electronic means including e-mail videoconferencing, as feasible and required.
12. The Headquarters of the Sub-committee shall be at New Delhi in the Directorate of HRD, which shall function as its Secretariat and shall provide:
  - a. All coordination and secretarial support, and assistance to the Sub-committee, as may be required for its functioning.
  - b. Collect, obtain and provide feedback, data, information analysis and any other specialist or specific inputs that may be material to and necessary for carrying out its functions.
13. This issues with the approval of Competent Authority

- 5 -  
(Sanjay Gosain)

**Deputy Director of Income tax (HRD)**  
**New Delhi**

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