



सत्यमेव जयते

भारत सरकार /GOVERNMENT OF INDIA

कार्यालय /Office Of The

प्रधान मुख्य आयकर आयुक्त

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX

अपर आयकर आयुक्त (मुख्य.) कार्मिक

ADDITIONAL COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL

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No. Addl.CIT(HQ)Pers / Intercharge transfer/2018-19

Date: 05/09/2018

CIRCULAR

Transfer of Non- Gazetted Staff on Inter-Charge Transfer from Mumbai Region to other Regions.

1. The DIT (HRD) had issued Circular F.No. HRD/CM/104/7/2013-14 (Pt. File)/5233 dated 03.01.2018 with reference to the CBDT's circular F.No.A-22020/76/89-Ad.VII dated 14.05.1990 (which lays down the conditions for inter-charge transfer of non-gazetted staff of CBDT) and subsequent circulars/letters issued by the CBDT in this regard, namely, letter F. No. A-22020/34/2009-Ad VII dated 03/12/2009, F. No. HRD/CM/104/1/2010-11/1124 dated 31/12/2010, F. No. HRD/CM/104/1/2012-13/304 dated 10/05/2012 and F. No. HRD/CM/104/7/2013-14/5006 dated 18/02/2014, F. No. HRD/CM/104/7/2013-14(Pt. File)/2317 dated 14.07.2016 and F. No. HRD/CM/104/7/2013-14 (Pt. File)/8003 dated 22.12.2016 to allow relaxation of condition No 2(c) of the Board's Circular dated 14/05/1990, (for a period from issue of circular **till 31.12.2018**) namely, the requirement of having to put in a minimum three years service in that grade before being eligible for seeking inter-charge transfer in certain category of cases, which are as below:

- i) *Officials recruited into the Government in the physically handicapped quota, but have been posted to a place other than the state/CCA region of his/her domicile/residence.*
- ii) *Officials whose spouse or children are differently abled as defined in the DoPT O.M. dated 06/06/2014 and as updated from time to time. This category of officials may be considered for Inter-Charge Transfer, subject to submission of certificate issued by a medical authority, as defined in section 2(p) of the Persons with disabilities (Equal Opportunities Protection of Rights and Full Participation)Act, 1995 or any other medical authority, which has been specified by notification by the Central Government for certifying autism, Cerebral palsy, Multiple disabilities and persons with severe disability as referred in section 2 (a), (c), (h), (j) and (o) of National Trust for welfare of Persons with Autism, Cerebral Palsy, mental Retardation and Multiple disabilities Act, 1999.*
- iii) *Unmarried lady officials posted outside their home state;*
- iv) *Officials whose spouses are working in the Government job in a State other than the State in which they have been posted;*
- v) *Ex-servicemen who have been posted on re-employment to civilian post to a place other than State/region of his/her domicile/ residence*

2. The Non-Gazetted staff in the above categories will be eligible to make a request for Inter Charge Transfer after he/she has put in at least **one year of service in that grade**. The eligibility of the official for relaxation may be determined as per their fulfillment of the other conditions specified in the CBDT instruction No. Circular F. No. A-22020/76/89-Ad. VII dated 14/05/1990.

3. In view of the above said relaxation, applications may be filed by non-gazetted officials for Inter charge Transfer who fall within the relaxed condition 2(c) of the Board's circular dated 14/05/1990.

It may be noted that applications will be accepted and considered from officials who fulfill the aforesaid relaxed criteria given at point (i) to (v) of Para 1 above as on **31/12/2018**. The applications should reach this office through proper channel on or before **01/10/2018**. No applications will be accepted after the due date.

4. Further, candidates who will be completing 3 years of service as on 31/12/2018 and fulfill all the criteria may also apply.

5. Any application for Inter-Charge Transfer submitted by any official during the year is null and void and should be submitted afresh for consideration.

6. The following points may be kept in mind by the official while submitting the application:

- a) Application has to be submitted along with the Annexures (format enclosed) through proper channel only, along with documentary evidences in respect of conditions in (i), (ii), (iii), (iv) & (v) of the relaxation.
- b) Documentary evidence of residence where applicant wants to go on Inter-Charge Transfer must be furnished.
- c) Incomplete applications/application with incomplete documentary evidences/non satisfactory evidences will be treated as rejected.
- d) Advance copy of applications will not be accepted.
- e) CBDT (HRD) vide letter F. No. HRD/CM/127/3/2012-13 dated 12/03/2013, has clarified that Stenographer Gr. 'D' who qualified at Relaxed Standard will first have to achieve the desired proficiency, (i. e. they will have to clear the skill test in Stenography conducted by SSC at 80 w.p.m. within the probationary period failing which their probationary period will not be cleared) before applying for Inter-charge transfer.
- f) Application once forwarded will not be withdrawn at a later stage under any circumstances. However, applicants may please go through all conditions regarding Inter-charge transfer before applying for the same.



Yours faithfully,

(डॉ अक्षय जैन, भा. रा. से.)

(Dr. Akshay Jain, I.R.S.)

आयकर उपायुक्त (मुख्य) कार्मिक मुंबई
Dy. Commissioner of Income Tax (HQ)
Personnel, Mumbai

Encl:

- a) Service Particulars (Part - 1)
- b) Service Particulars (Part - 2)
- c) Undertaking
- d) Instructions to Officials

Copy to:

1. The Pr. Chief Commissioner of Income-Tax, Mumbai
2. DGIT(Inv.), CCIT- 1 to 11, CCIT(TDS), CCIT(IT), CCIT(C)-1&2, Mumbai.
3. The CIT(ADMN & TPS), Addl.DIT(Vig.)West, Pr.CIT-1to35, CIT(TDS)-1&2, Pr.CIT(C)-1to4, CIT(CO), Mumbai.
4. The DsIT(Inv)-I&II, CIT(I&CI), CIT(EXEM), CIT(IT)-1 to 4, CIT(TP)-1 to 4, Mumbai.
5. The CsIT(DR)-ITSC, CsIT(DR)-ITAT, CsIT(Appeals) -1 to 60, CIT(I&CI), Mumbai
6. The Appropriate Authority, DIT(DTRTI), CIT(Judl.), CIT(Audit)-1&2, CIT(LTU), CIT(APA), Mumbai.
7. The Addl.CsIT(HQ)Administration/Co-ordination/ Project/Vigilance & Technical, Mumbai
8. The ZAO, CBDT, Mumbai
9. The Secretary, ITEF/ITSEWA, Mumbai

ANNEXURE
SERVICE PARTICULARS (Part -1)

1. Name of the Government servant :
2. Father's Name :
3. Home Town (as declared in service book) :
4. Region for Inter-Charge Transfer :
5. Date of Birth :
6. Category (GEN/SC/ST/OBC) :
7. Employee Code :
8. Date of joining the Income Tax Department :
9. Post on which official was recruited in direct recruit quota :
10. The category to which the official was recruited in direct recruit quota (GEN/SC/ST/OBC) :
11. Whether Permanent/Temporary :
12. Whether Departmental promotee or Direct Recruit in the present grade :
13. Date of promotion (copy of order to be enclosed) :
14. Departmental Examination passed along with year of passing :
15. Whether married(Yes/no) :
16. Period of service in different grades with dates :
17. Reasons for transfer :
18. No. of Interchange transfers availed so far and details of such inter charge transfer :
19. Whether voluntarily willing for Reversion to Feeder Cadre? :
If applicable write (Yes/No)

Date:

Signature :

Mobile Number:

Name :

Current Designation:

Current Office address :

SERVICE PARTICULARS (Part -2)

Details of Family Members

Particulars	Name	Age	Occupation	Present Address
Father				
Mother				
Wife/ Husband				
Brother(s)				
Sister(s)				

UNDERTAKING/DECLARATION

I hereby undertake/declare to abide by the terms and conditions of the board's letter F. No. A-22020/76/89-Admn. VII dated 14.05.1990 read with CBDT's letter dated 23.01.2003 in the event of my transfer to the region of Pr. CCIT (CCA), _____ Region.

1) I will be absorbed against Direct Recruitment/ Promotee Quota General/OBC/SC/ST/PH category. The services rendered by me in Mumbai region will not be counted in the _____ Region for the purpose of my seniority. I will be placed at the bottom of the list of the employees of the concerned cadre in the new region. My seniority in the _____ Region will start from the date of my reporting for duty in _____ Region and my name will be placed below all the _____ (Designation) (both direct and promotee) in _____ Region on the date of my joining duty.

2) I will forfeit all claims for promotion/ confirmation/ regularization in the Mumbai Region. I will be eligible for promotion/ confirmation/ regularization in the _____ Region in accordance with the seniority allotted to me on transfer.

3) I will not be entitled to any joining time and transfer-travelling allowance since the transfer is at my own request.

4) In case, I have passed the departmental examination, then I will be placed in the examination list below all the persons who have passed the said exam in _____ Region up to the date of my transfer/joining.

5) My lien in Mumbai region will be suspended under FR-14 on reporting for duty in _____ Region. I will not be entitled for promotion /confirmation in Mumbai region after I join _____ Region .

6) My application for re-transfer shall not be entertained.

7) I can be posted in charge /office within the jurisdiction Pr. CCIT (CCA) _____ Region.

8) I am giving a written undertaking to abide by the terms and conditions for the inter charge transfer guidelines in F. No.A-22020/76/89-Ad.VII dated 14.05.1990 read with CBDT's letter dated 23.01.2003.

Mumbai

Date :

Mobile Number:

Signature:

Name & Designation :

Instructions to Officials

The documents should be arranged in the following order:

- 1) Forwarding letter from the Competent Authority**
- 2) Application of the Official**
- 3) Service Particulars (Proforma enclosed)**
- 4) Undertaking (Proforma enclosed)**
- 5) Joining Report**
- 6) Employee ID card**
- 7) Address proof (any two)**
- 8) Original Affidavit (In case of Unmarried lady official)**
- 9) In case of ICT on spouse ground the following documents to be submitted:**
 - i. Marriage Certificate**
 - ii. Joining report of Spouse**
 - iii. Current month salary slip/Letter from Employer of Spouse**
 - iv. Employee ID card of Spouse**
- 10) Medical Certificates wherever applicable**
- 11) Miscellaneous supporting documents, if any**