

2E/4DCIT-ACIT/2013-14/1062
Transfer/ Placement Guidelines-2013
For ACsIT / DCsIT
CCIT (CCA) Region of West Bengal

Dated 26.04.2013.

1. **Introduction :**

All transfers and postings of officers in the grade of ACsIT/ DCsIT will be affected by the Local Placement committee and will be in consonance with the provisions of the latest Transfer/ Placement Guidelines for officers of the Indian Revenue Service issued by the Board in this regard..

2. **Classification of charges :**

2.1 The charges are classified as assessment and non-assessment charges.

2.2 The non-assessment charges will be all posts in the headquarters of CCsIT/ DGIT/ CsIT/ DsIT, Audit, Judicial, CIB, Systems and RTI.

~~2.3~~ All other charges are classified as assessment charges.

2.4 The postings in the Directorate of Investigation, other than in the headquarters of DGIT(Inv.)/ DIT(Inv.), will be deemed as special category posts not covered by clause 2.2 and 2.3.

3. **Eligibility for Transfers/ postings and tenure at a post :**

3.1 The officers will be eligible for transfer when they complete the tenure at a post as mentioned at 3.2.

3.2 The normal tenure at a post will be 2 years for all the charges other than postings under the DGIT (Inv.) where the tenure for a post will be 3 years. However, the tenure for postings in the Central charges under the DGIT (Inv.) shall be counted separately from the tenure for postings in the Directorate of Investigation under the DGIT (Inv.).

3.3 For the purpose of counting of tenure at a post, a period of 6 months calculated as on 31st March preceding the AGT will be deemed as a full year.

3.4 Newly promoted officers and direct recruit officers in the grade of ACsIT will initially be posted to Salary, TDS, Exemption and other Non-corporate ~~assessment charges~~. Officers of the rank of DCsIT shall be posted to the Central charges under the DGIT (Inv.) as far as possible.

3.5 Officers who have worked in assessment charges for at least 2 years will be considered for postings in the Directorate of Investigation or Central Charges or Transfer Pricing or International Taxation.

3.6 Officers who have completed 4 years or more continuously in assessment charges and/ or assessment and Investigation charges together will be considered for posting to non-assessment charges.

3.7 Officers will be considered for posting to Corporate assessment charges in order of their seniority as far as possible.

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8. Officers who have 3 years or less service left will be considered for posting to the station of their choice to the extent possible.
- 3.9. Officers fresh from NADT on first posting will be accommodated in Kolkata, their posting to offices outside Kolkata will be on their request.
- 3.10. Similarly, officers coming to this CCA Charge on promotion (e.g. ITO to ACIT) will be accommodated in Kolkata; posting outside Kolkata will be on request.
4. **Guidelines for posting at Moffusil stations :**
- 4.1 Ordinarily, willing officers may be posted to a Moffusil station on the basis of their representations and as per available vacancies.
- 4.2 If there is no vacancy in a particular Moffusil station of choice, then as far as possible nearest station may be allotted.
- 4.3 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.
- 4.4 In case no officer is found to have opted for posting to a particular Moffusil station / stations where vacancies are available, inter-station transfers will be made in order to tide over the exigencies. In making this exercise, the officers comparatively junior in service and younger in age will be considered as far as possible. However, officers who have attained 57 years of age or have already completed the tenure at a particular Moffusil station as per clause 4.5 will not be considered for this purpose as far as possible.
- 4.5 Normal tenure at a Moffusil station will be as per clause 3.2 which may be extended by another 2 years in respect of those who want to continue in the same station subject to availability of vacancies and administrative requirement.
5. **Cooling off period :**
- The minimum cooling off period for being posted again to the same station will be 2 years reckoned from the date of joining at the new station.
6. **Posting on compassionate grounds :**
- 6.1 Postings on medical grounds will be considered only in the cases of serious medical problems.
- 6.2 Posting on spouse grounds may be made at the same station subject to availability of posts, in accordance with the extant instructions of the Government of India in this regard.
- 6.3 Postings on other compassionate grounds including educational ground (for 10th & 12th standard) will also be sympathetically considered subject to availability of posts at the relevant station.
7. **Transfer on administrative grounds/ public interest :**

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Officers may be transferred at any time and to any station on administrative grounds / public interest.

8. **Other exceptions :**

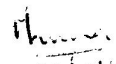
For posting of officers in the office of the CCIT (CCA), Kolkata, guidelines as prescribed will be followed as far as possible.

9. **Posting of office bearers of Associations :**

The posting of office bearers of recognized associations will be made as per the latest guidelines issued by the DoP&T in this regard..

10. **General :**

On administrative exigencies, suitable modifications/ alterations may be effected in these guidelines after considering the views of ITGOA and IRS. In this regard, the decision of the Local Placement Committee shall be final and binding.


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