



सत्यमेव जयते
कार्यालय

OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, दिल्ली
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
केन्द्रीय राजस्व भवन, आई.पी. एस्टेट, नई दिल्ली-११०००२
C.R. BUILDING, I.P. ESTATE, NEW DELHI-110002

F.No. P-328/T&P/Admn Officer/2022-23/4600

Dated: 21 June, 2022

To,

All Pr. Chief Commissioners/Directors General of Income Tax
All Chief Commissioners/Directors General of Income Tax
All Pr. Commissioners/Directors of Income Tax
All Commissioners/Directors of Income Tax
New Delhi

Madam/Sir,

**Sub: Transfer and Posting Policy/Guidelines for AGT 2022-23 of
Administrative Officers (AOs) -reg.**

I am directed to enclose a copy of Transfer and Posting Policy/Guidelines for AGT 2022-23 of Administrative Officers (AOs) for your kind information and necessary action.

Yours faithfully,

sd

(SAWNI DIKSHIT)

DCIT (HQRS. -PERSONNEL) (GAZ.)
NEW DELHI

Encl:-Annex. A.

Copy to:-

1. Income Tax Gazetted Officers Association, Delhi Unit.
2. All India Income Tax SC/ST Employees Welfare Federation, Delhi Unit.
3. Notice Board.

sd

DCIT (HQRS. -PERSONNEL) (GAZ.)
NEW DELHI

TRANSFER & POSTING POLICY OF
ADMINISTRATIVE OFFICERS GRADE - III & II FOR
FINANCIAL YEAR 2022-23

In order to have a fair, transparent, non-discriminatory, effective & amiable policy for the Transfer & Postings of Administrative Officers Grade- III & II and their proper Cadre management, the following guidelines are made for the financial year 2022-23 and till further amendments:-

1. All the Officers of the rank of Administrative Officers Grade- III & II who have completed 03 years or more (or 30 months as on 31st March, 2022) in a particular segment e.g. DDO/ administrative/ Appeal charges shall be posted to new charge.
2. As per duty list of Administrative Officers they are to be deputed to various charges for performing administrative and financial function of DDO. For this purpose, their posting is proposed to be bifurcated in two different categories as under:-
 - i. Administrative functions under Pr.CCIT/Pr.DGIT/ PCIT/PDIT/ CIT/ DIT charges.
 - ii. CIT (Appeals and Appeal Unit) charges.
3. All newly promoted AOs Grade-III shall invariably be posted afresh in another charge.
4. Once the T&P order is passed by the office of the Principal CCIT (CCA), following points shall be adhered to:-
 - (i). No changes shall be made by the CCsIT/ DsGIT once the T&P order is passed by the office of the Principal CCIT (CCA).
 - (ii). The respective HODs will be responsible to ensure that all the officers shall be relieved from their charges to join at their new place of posting within the given time frame, as per the T&P Order.
 - (iii). Any representation by any officer against the T&P Order shall be considered only after joining at their new place of posting.
 - (iv). Non-relieving of transferred out officers within the given time frame as per the T&P Order shall be viewed adversely by the office of the Pr.CCIT (CCA), Delhi.



5. To the extent possible, Persons with Disabilities (OH/VH/HH officials) may be posted/allowed to be posted to their choice of location/building to make them convenient to reach their place of posting easily on production of copy of relevant medical documents along with their application. In the case of extreme medical/disability circumstances like Cancer, Bypass Heart Surgery (evasive), Liver/Kidney transplantation, Kidney Dialysis etc., the official may be posted to his/her choice of lighter posting/location/building on production of copy of relevant medical documents along with their application.

6. In AGT-2022-23, Officers retiring up to March 2023 shall not be considered for transfer.

7. The postings in Headquarters of Pr.CCIT would be selective and officials who are willing and conversant with the functioning would be given priority. Those posted in Headquarters of Pr. CCIT can be considered in exception to the above mentioned policy, subject to their request and good performance on completion of their tenure in HQ. The stay of officials in Headquarter of Pr.CCIT in exception to clause 1, would be allowed on specific request of Controlling Officer and willingness of officials concerned.

8. Employees who are due for postings will not be posted in the charges in which they had worked immediately prior to their present postings as far as possible.

9. Income Tax Officers should not ordinarily be assigned the charge of Drawing and Disbursing Officer (D.D.O.) in any charge.

10. Exception to the above-mentioned clauses can be considered on account of administrative reasons or exigencies.

