

4. The officers under transfer to another building shall get their bio-metric attendance shifted to their new place of posting after joining the new place of posting.
5. **The Controlling Officers should ensure that Income Tax Officers not be assigned the charge of Drawing and Disbursing Officers (D.D.O.) in any charge.**
6. The Controlling Officers should ensure that the officer before being relieved submit his/her resume/self-assessment to the concerned Reporting Officer and report and review APARs of their subordinates and submit them to the concerned Reviewing Officer or the Principal CCIT, Delhi as the case may be. A compliance certificate with regard to above shall be given in writing by the officer under transfer and the same shall be forwarded to Principal CCIT, Delhi.
7. Any representations with regard to this order would be considered only when it is sent after joining the new charge and through proper channel. It is also clarified that all the representations received till date regarding transfer and posting in the cadre of Administrative Officers are stands disposed off with the issue of this order.
8. **The Controlling Officers should ensure that the above-mentioned officers shall be relieved to join their new place of posting by the due date and a compliance certificate with regard to above shall be forwarded to O/o the Principal CCIT, Delhi.**
9. This issues with the approval of Principal Chief Commissioner of Income-tax, Delhi.

sd

(SAWNI DIKSHIT)
DCIT (HQRS-PERS.) (GAZETTED)
NEW DELHI

Copy to:-

01. All Principal Chief Commissioners of Income Tax and Principal Directors General of Income Tax, Delhi Region, New Delhi.



02. All Chief Commissioners of Income Tax, Chief Commissioners of Income Tax and Directors General of Income Tax, Delhi Region, New Delhi.
03. The Principal Commissioners/Commissioners of Income Tax, Delhi-1,4,7,10,12,15,20, Central-1 to 3, TDS-1, TDS-2, New Delhi, PMLA
04. The Principal Commissioners of Income Tax (AU)-1 to 10, VU-1 to 4, RU-01&02 and TU, Delhi.
05. The Commissioners/Directors of Income Tax, APA, Exemptions, I & CI, Audit-1 & 2, ITAT Judicial, Appropriate Authority, DRP, Intl Tax-1 to 3, Transfer Pricing-1 to 3, New Delhi.
06. The Addl. Directors General of Income Tax, (Expenditure Budget), Recovery, IT, Audit, Infra-1 & 2, Investigation-1 & 2, L & R-1 & 2, TPS, Vigilance, HRD, Delhi.
07. The Addl/Jt. Commissioners of Income Tax, Coordination, Personnel, Vigilance, Delhi.
08. The Under Secretary (V&L), CBDT, New Delhi.
09. The Deputy/Asstt. Commissioner of Income Tax (Admn)/(Co-ord)/(Finance)/(Litigation)/(Personnel) (NG)/(Vigilance), New Delhi.
10. The Sr. Accounts Officer, CIT's Field Pay Unit, New Delhi.
11. Personnel Book.
12. Officers concerned.
13. The AD (OL) for immediate circulation of Hindi Version.
14. All recognized Associations, New Delhi.

Sawni Dikshit

**(SAWNI DIKSHIT)
DCIT (HQRS-PERS.) (GAZETTED)
NEW DELHI**



**सावनी दीक्षित
SAWNI DIKSHIT**
उप आयुक्त आयुक्त
Deputy Commissioner of Income Tax
(मुख्या.) (कार्मिक). दिल्ली
(HQRS.) (PERS.), Delhi