



कार्यालय

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

F.No. Pr.CCIT/Duties of MTS/2021-22/5086

Dated: 25.08.2021

To

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

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

The Pr. Commissioners/commissioners of Income Tax, Delhi-01,04,07,10,12,15,20, ReFAC (AU)-1 to 10, ReFAC (VU)-1 to 4, ReFAC (RU)-1 & 2, ReFAC (TU)-01, Central- 1to 3 and Intl. Tax-1 to 3, New Delhi.

The Commissioners/Directors of Income Tax, (Appeal Unit)-1 to 31, (Appeal)-23 to 31, (Appeal)-42 to 44, APA, Exemption, I & CI, Audit-01 & 02, ITAT, Judicial, Appropriate Authority, TDS -01 & 02, Erstwhile LTU, DRP, CO, Transfer Pricing-01 to 03, New Delhi.

The Addl. Directors General of Income Tax, Expenditure Budget, Recovery, IT, Audit, Infra-01 & 02, Investigation-01 & 02, L & R -01 & 02, TPS, Vigilance, HRD, New Delhi.

The Addl./Joint Commissioners of Income Tax, Coordination, Personnel, Vigilance, New Delhi.

The Under Secretary (V &L), CBDT, New Delhi.

The Deputy/Asstt. Commissioners of Income Tax, Admn, Coordination, Finance, Litigation, Personnel, Vigilance, New Delhi.

Respected Madam/Sir,

Subject: Circulation of Duties assigned to Multi Tasking Staff (MTS) - regarding

Kindly refer to the subject mentioned above.

In this regard, I am directed to submit that the Recruitment Rules of Multi Tasking Staff (MTS) were notified on 17.01.2011 and was subsequently circulated by the CBDT on 02.02.2011 vide which the Duties for MTS were also circulated. In this regards, it is further submitted that around ten years had already passed and many officers and staff had made various queries seeking information about the duty list of MTS. In order to make aware of the Duties of MTS to all officers and officials, they are hereby circulated as under to all charges:-

The Duties shall include one or more of the following, to be assigned from time to time:-

- 1) *Physical maintenance of records of the office.*
- 2) *General cleanliness and upkeep of the office.*
- 3) *Carrying of file and other papers within the building.*
- 4) *Photocopying, sending of fax, etc.*
- 5) *Other non-clerical work in the section or unit.*

- 6) *Assisting in routine office work like dairy, dispatch etc. including work on computer.*
- 7) *Delivering of dak or notices outside the building.*
- 8) *Watch and ward duties.*
- 9) *Opening and closing of rooms.*
- 10) *Cleaning of rooms.*
- 11) *Dusting of furniture etc.*
- 12) *Cleaning of building, fixtures, etc.*
- 13) *Driving of vehicles, if in possession of valid driving license.*
- 14) *Upkeep of parks, lawns, potted plants, etc.*
- 15) *Any other work assigned by the superior authority.*

All officers in-charge are also requested to widely circulate this to all officers posted in their respective charges for necessary implementation/action. Lastly, needless to mention, the performance appraisal in their APARs would incorporate the aforementioned duties performed and would be considered accordingly by their respective Reporting and Reviewing officers.

Yours faithfully,



(MANU TEWIWAL)

ADDL. COMMISSIONER OF INCOME TAX OFFICER
(HQ-PERS)(NG), NEW DELHI

25/08/21