



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

3rd Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai – 400020

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No. Pr.CCIT/Mum/Personnel/T&P/AGT-2024-25/77

Date:17.05.2024

To,
All Heads of Office,
Income-tax Department,
Mumbai.

Madam/Sir,

Sub: Annual General Transfers (AGT) of Group B Non-Gazetted and Group C officials for the year 2024-25– Circular Reg.

The Annual General Transfer (AGT) of Group B Non-Gazetted and Group C officials for the year 2024-25 is proposed to be carried out.

For this purpose, the classification of charges is being done as “Category A” and “Category B” as under –

For Inspector cadre

“Category A” - Investigation Wing, Central charges, International Taxation, Transfer Pricing, TDS, and CIT(Appeal) charges which are not faceless.

“Category B”– Jurisdictional Charges, Faceless charges, Audit, Judicial, Headquarters of Pr.CCIT/CCsIT, NADT-RC, MSTU, I&CI, Exemption, CIT(DR) ITAT, CIT(DR) BAR-III, IBS-V&VI, DDOs and others.

For all other cadres

“Category A” - Jurisdictional Charges, Central charges, International Taxation, TDS, Exemption and CIT(Appeal) charges which are not faceless.

“Category B”- Investigation Wing, Faceless charges, Transfer Pricing, Audit, Judicial, Headquarters of Pr.CCIT/CCsIT, NADT-RC, MSTU, I&CI, CIT(DR) ITAT, CIT(DR) BAR-III, IBS-V&VI, DDOs and others.

For the purpose of counting tenure to determine due list, every completed 31st December shall count as One (1) year.

1. The officials in the following cadres are due for transfer this year as per the timelines mentioned hereunder:

(A) **Inspectors of Income-tax:**

- i) Working in Category A charges for 2 years or more
- ii) Working in Category B charges for 3 years or more
- iii) Working in the same JAO charge/Exemption charge for 2 years or more

(B) **Office Superintendent, Stenographer:**

- (i) Working in Category A charges for 2 years or more
- (ii) Working in Category B charges for 3 years or more

(C) **Tax Assistant:**

- (i) Working in Category A charges for 3 years or more
- (ii) Working in Category B charges for 3 years or more

(D) **Sr. Tax Assistant, Notice Server :**

- (i) Working in Category A charges for 3 years or more
- (ii) Working in Category B charges for 2 years or more

(E) **Multi-Tasking Staff :**

- (i) Working in Category A charges for 2 years or more
- (ii) Working in Category B charges for 2 years or more

(F) **Officials in the Central Charges & DGIT(Inv.):**

- (i) Working in the Central Charges and DGIT(Inv.) for 2 years or more

2. Besides the above, some of the recently promoted officials not already posted upon promotion will be due for transfer as per the Transfer Policy.

3. Officials who are desirous of being considered for transfer to a particular building/charge on medical/family or any other ground, **should submit their request ONLY through the AGT portal on the website www.incometaxmumbai.gov.in, latest by 31/05/2024.** The officials will need to complete their profile on the website after login before preparing and submitting the application. A manual towards updating the profile and submitting the application is being enclosed with this circular.

4. Please note that **no paper application/advance copies should be submitted/forwarded to this office.** Any such paper application received will not be considered.



5. All applications for transfer on medical grounds shall be considered only if accompanied by recent **medical certificates attested by the Govt. Hospital or AMAs Only**. The same should be attached to the application being submitted on the portal.
6. Building preferences may be given to the Physically handicapped officials and women officials on the basis of their request.
7. If an official has been working in the office buildings located at Vashi for 5 continuous years in the same cadre or 8 continuous years across cadres, then the official will be due for transfer from these buildings to other buildings for a minimum tenure of three years.
8. Those officials who are due for retirement up to 31.03.2025 will not be considered as due for transfer.
9. Those officials who are on suspension, absconding, or on unauthorized absence will not be considered due for transfer.
10. Those officials posted in Category A charges having vigilance matters/criminal trials/disciplinary proceedings pending against them, will be compulsorily transferred to Category B charges. Those officials posted in Category B charges having vigilance matters/criminal trials/disciplinary proceedings pending against them and have completed their tenure of Category B posting may be retained/transferred to other Category B charges.
11. Heads of Offices may forward a list of those officials who have been sanctioned Child Care Leave (CCL) for 6 months or more during FY 2024-25.
12. Heads of Offices may also forward a list of those officials who have been on unauthorized absence/are absconding.
13. Further, it is requested that all the PCsIT/CsIT who have been designated as Building in-charge of their respective office buildings, should send the details of the staff assisting in the work related to the Building Caretakers.
14. Once the AGT order is passed by the Pr. CCIT, Mumbai, the following points shall strictly be adhered to:-
 - i) Posting of Officials in 'Category B' charges by O/o Pr.CCIT, Mumbai will not be allowed to be changed to 'Category A' charges & vice versa by the respective CCsIT/PCsIT.
 - ii) Any representation by any official against the Transfer order shall be considered only after they join at their new place of posting



- iii) Non-relieving of transferred officials within the time frame given in the Transfer Order shall be viewed adversely by the Pr.CCIT, Mumbai.

15. Notwithstanding anything contained above, the administration may, if it considers necessary to do so, transfer, retain or post any official to any post irrespective of his posting profile by having due regard to public interest, organizational goals and objectives, feedback from supervisory officers, general reputation, performance, work ethics and on account of administrative reasons or exigencies.

This issues with the approval of the Principal CCIT, Mumbai.

—sd—

(मुदित श्रीवास्तव, भा.रा.से.)

(MUDIT SRIVASTAVA, I.R.S.)

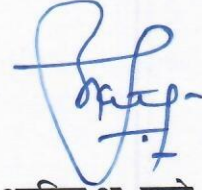
अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Addl. Commissioner of Income Tax (HQ) Personnel, Mumbai
For Pr. Chief Commissioner of Income-tax, Mumbai

Enclosed: As above

Copy to:

- (i) The ITEF/IT-SEWA/ITSRC Mumbai.
(ii) The Notice Board.



(डॉ. आशिष अ. काटे, भा.रा.से.)

(DR. ASHISH A. KATE, IRS)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai
For Pr. Chief Commissioner of Income-tax,
Mumbai