



INCOME TAX DEPARTMENT

Mumbai Region

Annual General Transfer 2024-25

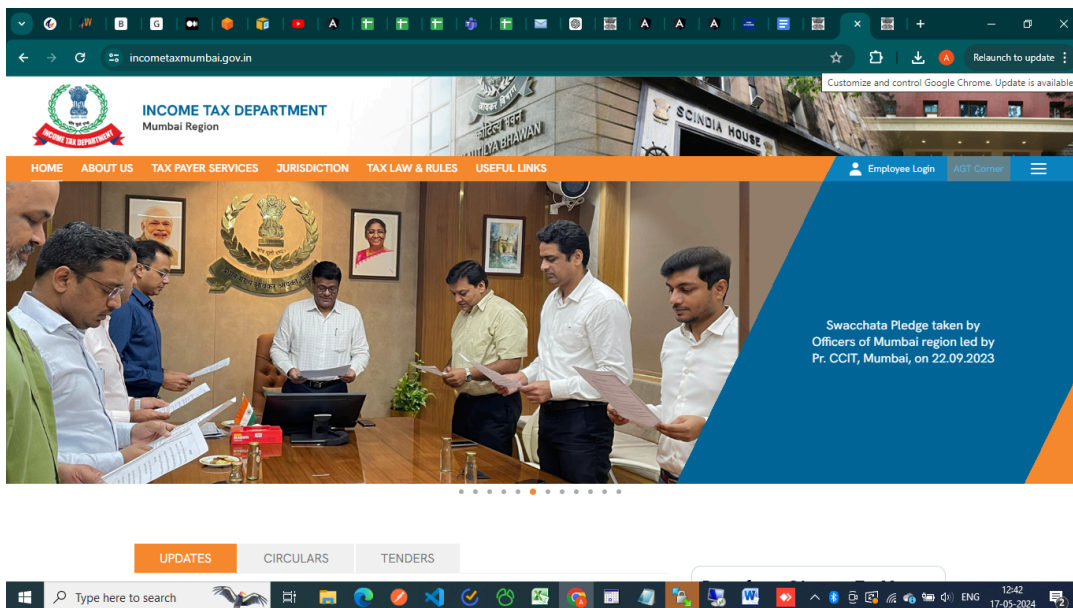
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1) Open Income Tax Mumbai Website

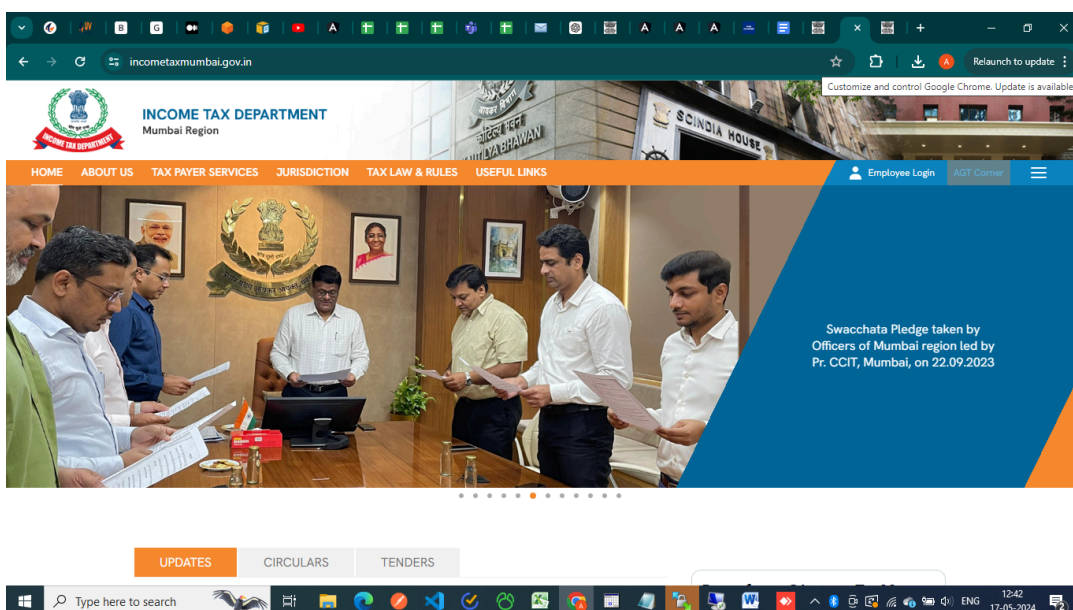
To apply for AGT Transfer Request for the year 2024-25, please visit the following URL using any latest browser.

URL: - <https://www.incometaxmumbai.gov.in>



2) AGT Corner

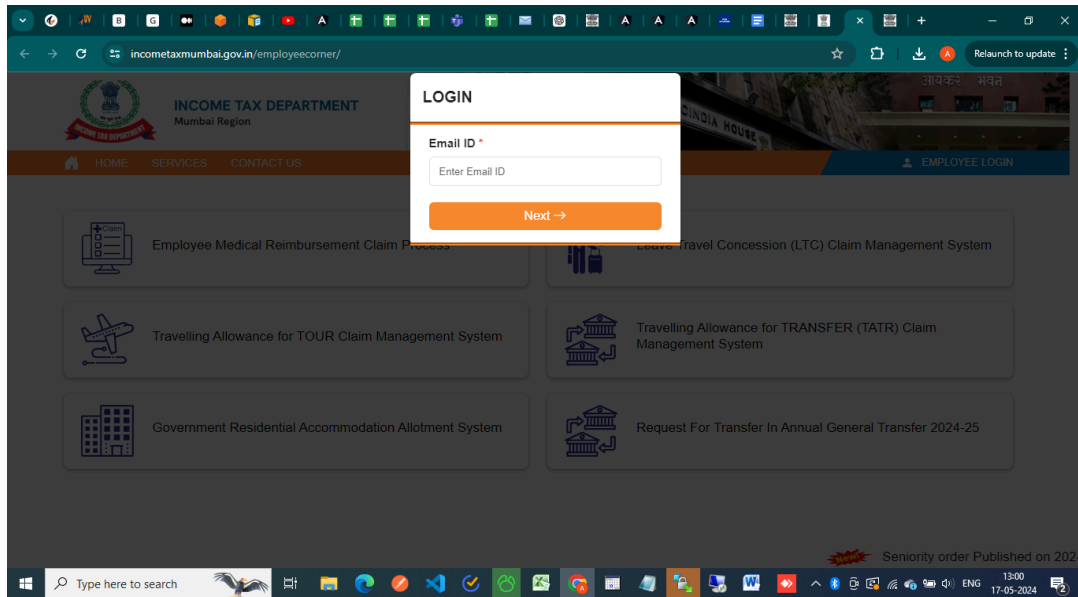
Once the website is open, click on the “AGT Corner” button to access the transfer request form located on the top right side of the website.



3) Register (First Time)

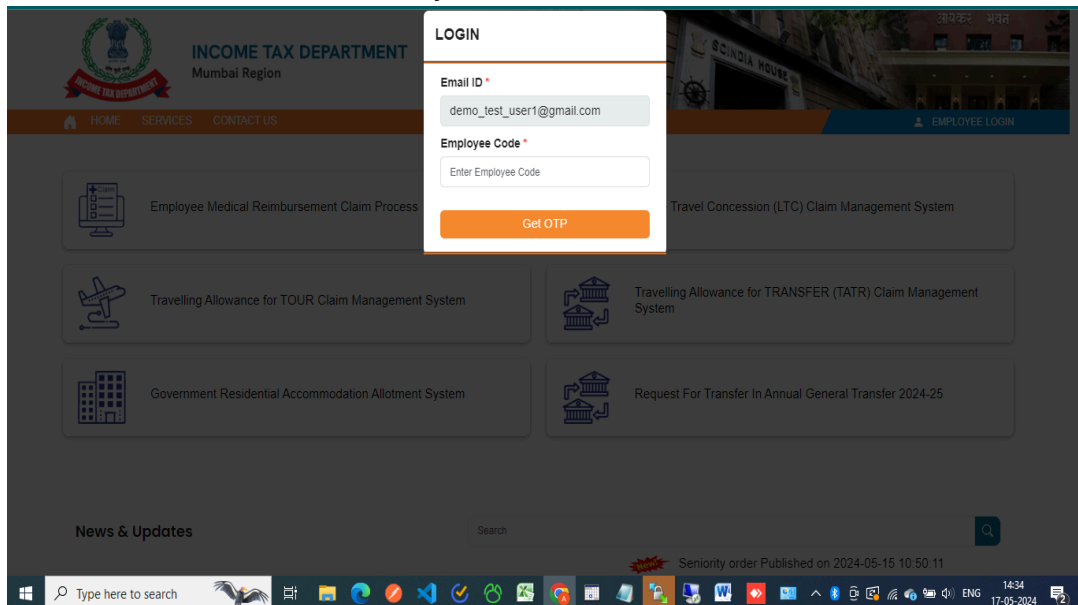
If you are not registered, follow the steps below:

I. Enter your "Name Official Email ID" and click the "Next" button.



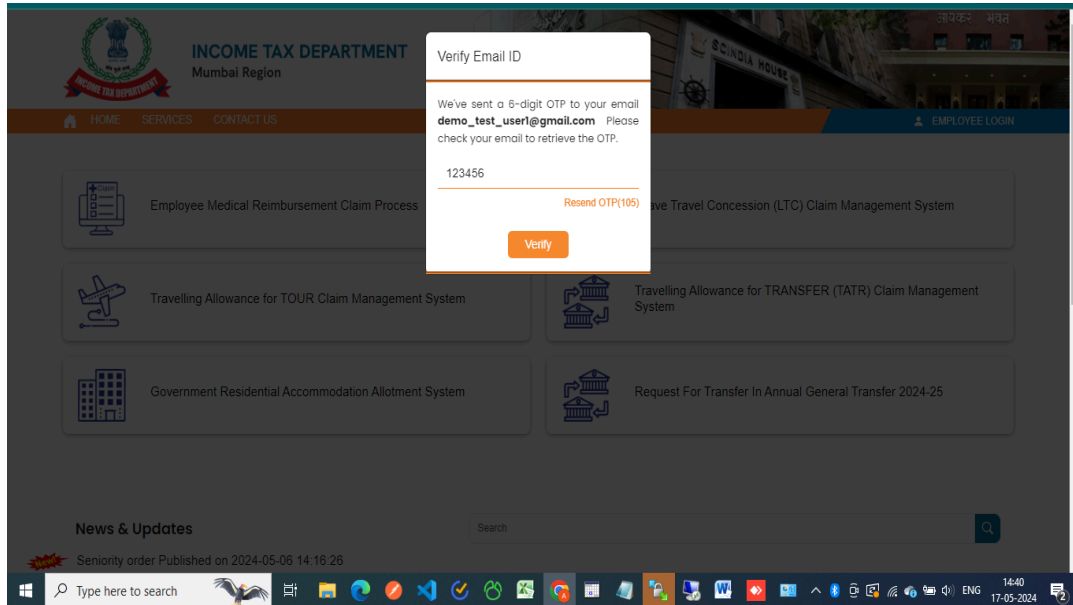
The screenshot shows the 'INCOME TAX DEPARTMENT Mumbai Region' website. A 'LOGIN' modal is displayed in the center. It has a title 'LOGIN' and two input fields: 'Email ID' with a red asterisk and a placeholder 'Enter Email ID', and a 'Next' button with an orange arrow. The background shows various service tiles like 'Employee Medical Reimbursement Claim Process', 'Leave Travel Concession (LTC) Claim Management System', 'Travelling Allowance for TOUR Claim Management System', 'Travelling Allowance for TRANSFER (TATR) Claim Management System', 'Government Residential Accommodation Allotment System', and 'Request For Transfer In Annual General Transfer 2024-25'. The footer includes 'Seniority order Published on 2024-05-15 10:50:11'.

II. Enter your "Employee Code" and click on the "Get OTP" button. An OTP will be sent to your Name Official Email ID.



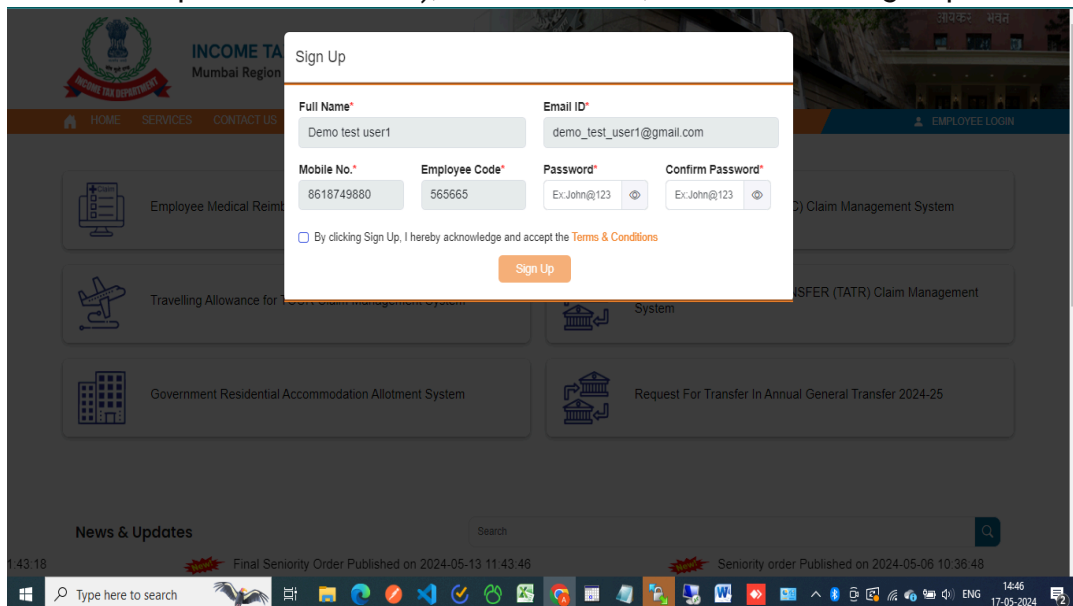
The screenshot shows the same 'INCOME TAX DEPARTMENT Mumbai Region' website. The 'LOGIN' modal is open, showing the 'Email ID' field with the placeholder 'demo_test_user1@gmail.com' and the 'Employee Code' field with the placeholder 'Enter Employee Code'. The 'Get OTP' button is visible. The background shows the same service tiles. The footer includes 'Seniority order Published on 2024-05-15 10:50:11'.

III. Enter the received OTP and click the "Verify" button.



The screenshot shows the Income Tax Department Mumbai Region website. A pop-up window titled "Verify Email ID" is displayed in the center. The window contains the following text: "We've sent a 6-digit OTP to your email demo_test_user1@gmail.com. Please check your email to retrieve the OTP." Below this text, the OTP "123456" is entered. There is a "Resend OTP(105)" link and a "Verify" button. The background of the website shows various service links like "Employee Medical Reimbursement Claim Process", "Travelling Allowance for TOUR Claim Management System", "Government Residential Accommodation Allotment System", "Travelling Allowance for TRANSFER (TATR) Claim Management System", and "Request For Transfer In Annual General Transfer 2024-25".

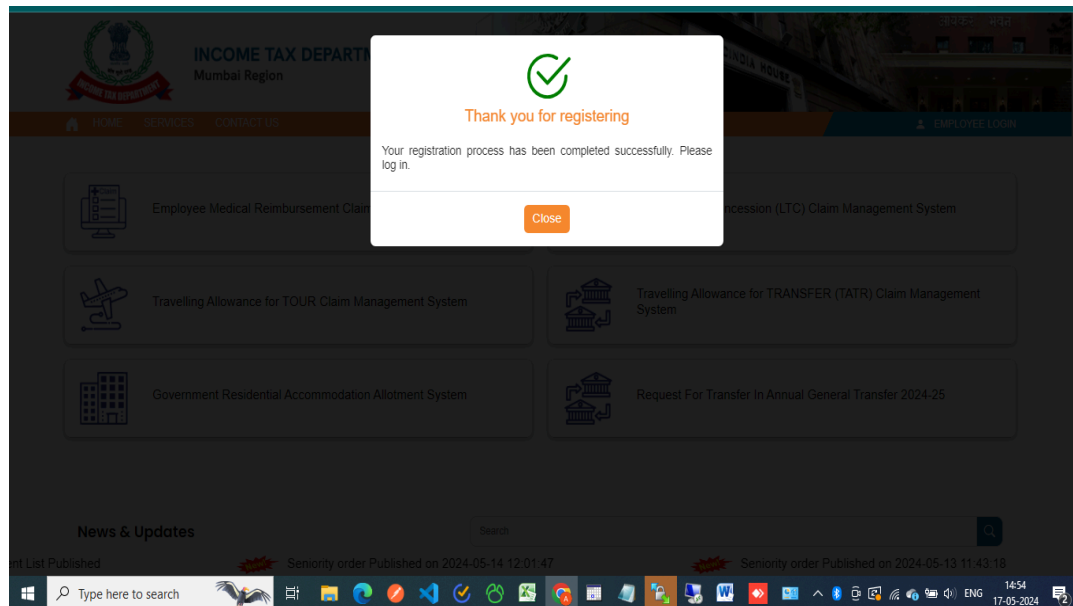
IV. Complete the verification process, set your profile password (ensure it contains letters in both upper and lower case, digits, and special characters), check the box, and click the "Sign Up" button.



The screenshot shows the Income Tax Department Mumbai Region website. A pop-up window titled "Sign Up" is displayed in the center. The window contains the following fields: "Full Name*" with the value "Demo test user1", "Email ID*" with the value "demo_test_user1@gmail.com", "Mobile No.*" with the value "8618749680", "Employee Code*" with the value "565665", "Password*" with the value "Ex.John@123", and "Confirm Password*" with the value "Ex.John@123". There is a checkbox for "By clicking Sign Up, I hereby acknowledge and accept the Terms & Conditions" and a "Sign Up" button. The background of the website shows various service links like "Employee Medical Reimbursement Claim Process", "Travelling Allowance for TOUR Claim Management System", "Government Residential Accommodation Allotment System", "Travelling Allowance for TRANSFER (TATR) Claim Management System", and "Request For Transfer In Annual General Transfer 2024-25".



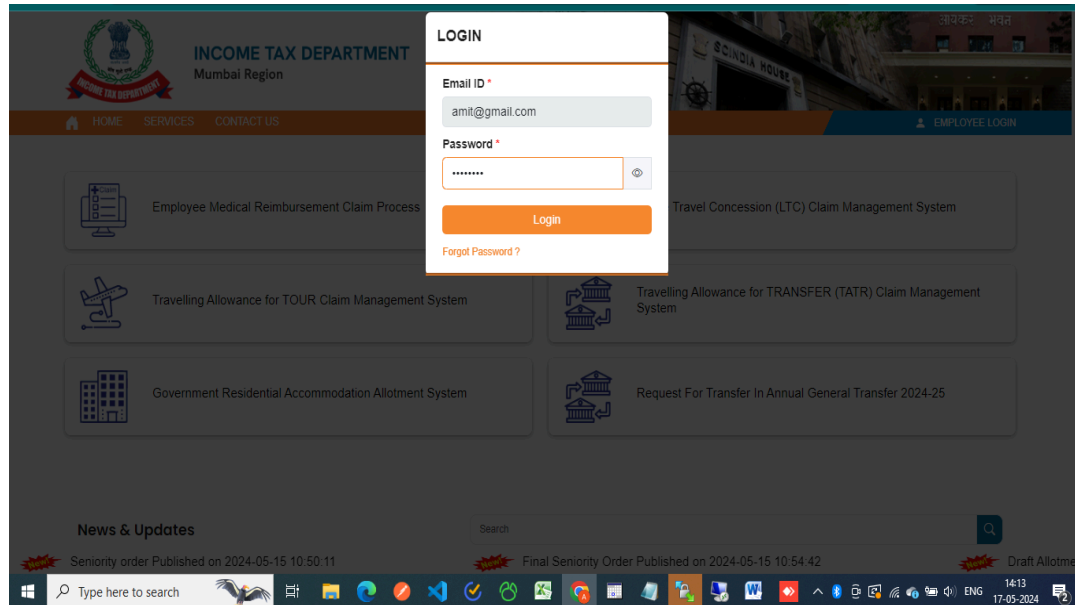
- V. Your registration is now complete, and you have login access to fill out the Transfer Request Form.



4) Login

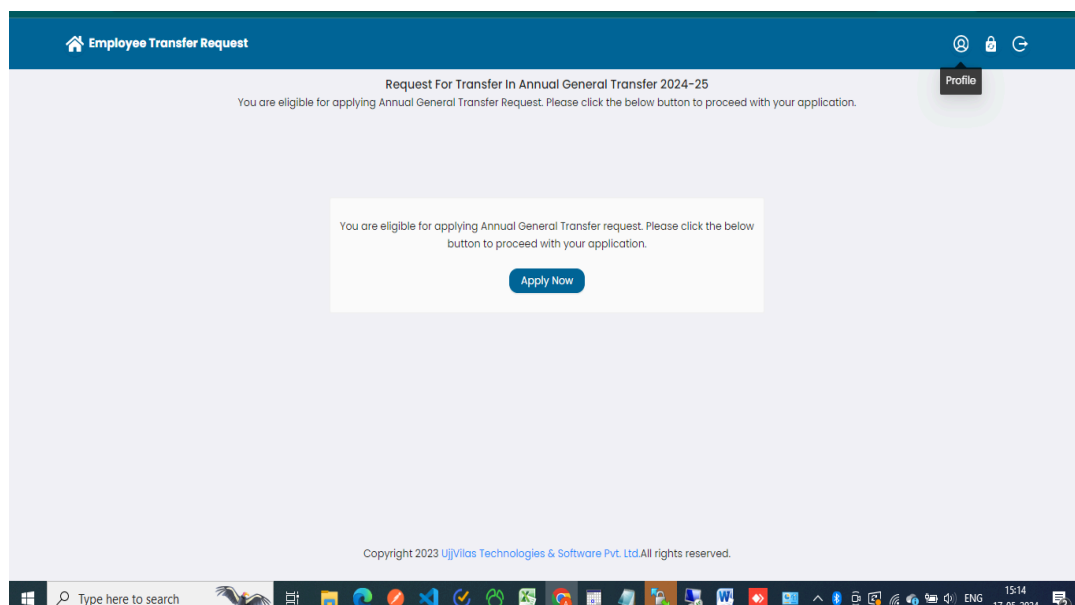
After registration/if you have already registered earlier, follow these steps to log in:

- I. Enter your "Name Official Email ID" and click the "Next" button.
- II. Enter your password and click the "Login" button.



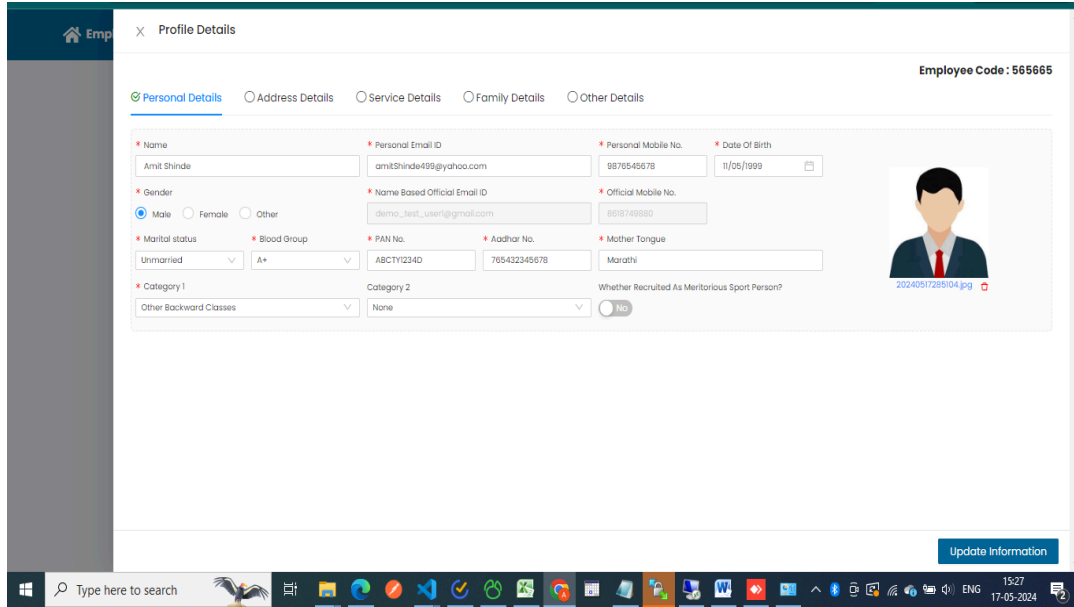
5) Profile Completion

After logging in, you must complete your profile to apply for the AGT Transfer Request. Click on the "Profile Icon" at the top-left corner of the screen.



I. Personal Details

Fill out your personal details, including your personal email ID, mobile number, date of birth, gender, and upload your latest profile photo. Click the "Update Information" button to save.



Employee Code: 565665

Personal Details | Address Details | Service Details | Family Details | Other Details

Name: Amit Shinde | Personal Email ID: amitshinde499@yahoo.com | Personal Mobile No.: 9876545678 | Date Of Birth: 11/06/1999

Gender: ☒ Male ☐ Female ☐ Other | Name Based Official Email ID: demo_test_user@gmail.com | Official Mobile No.: 9876543210

Marital status: Unmarried | Blood Group: A+ | PAN No.: ABC1234D | Aadhar No.: 765432109876 | Mother Tongue: Marathi

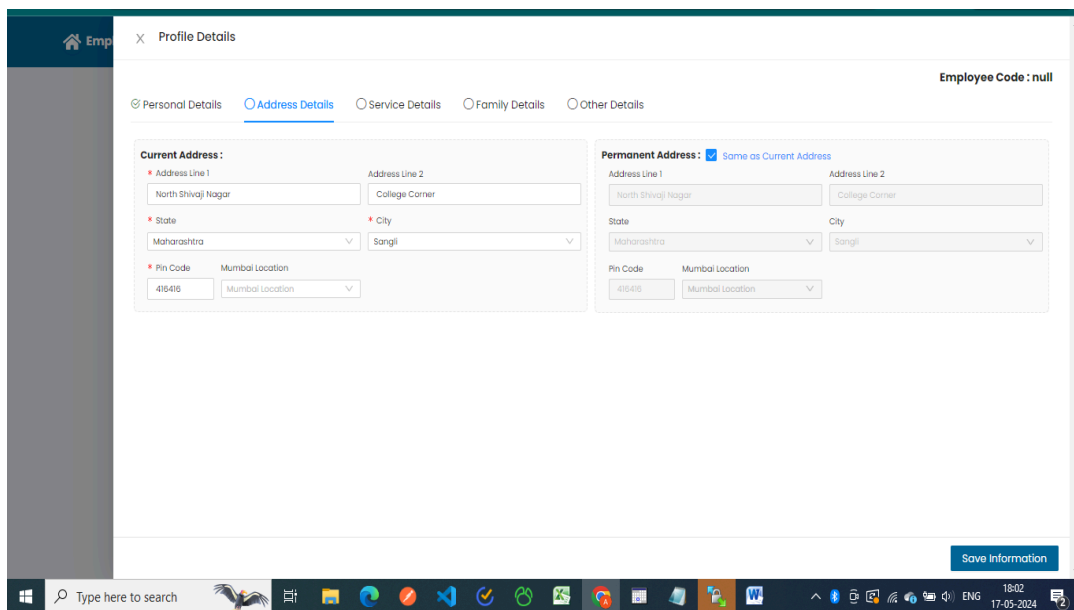
Category 1: Other Backward Classes | Category 2: None | Whether Recruited As Meritorious Sport Person? ☐ No

2024051726104.jpg

Update Information

II. Address Details

Fill out your current and permanent address details, including address line 1, city, state, and pin code. If your current and permanent addresses are the same, check the "Same as Current Address" box. Click "Save Information" to store your details.



Employee Code: null

Personal Details | **Address Details** | Service Details | Family Details | Other Details

Current Address:

Address Line 1: North Shivaji Nagar | Address Line 2: College Corner

State: Maharashtra | City: Sangli

Pin Code: 416416 | Mumbai Location: Mumbai Location

Permanent Address: ☒ Same as Current Address

Address Line 1: North Shivaji Nagar | Address Line 2: College Corner

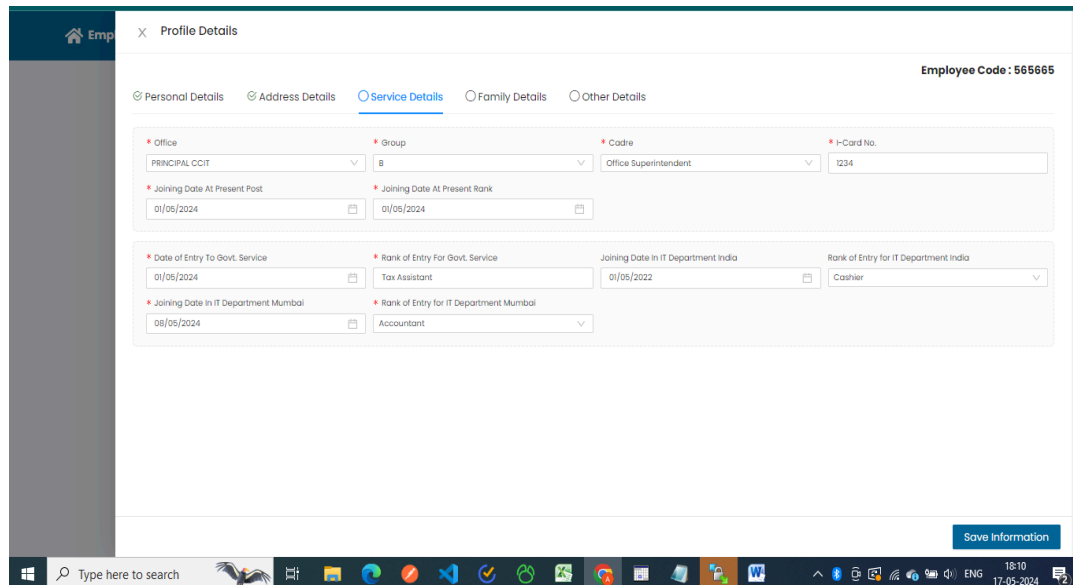
State: Maharashtra | City: Sangli

Pin Code: 416416 | Mumbai Location: Mumbai Location

Save Information

III. Service Details

Fill out your current office, group, cadre, and other details. Click "Save Information" to store your details.



Profile Details Employee Code: 565655

Personal Details Address Details **Service Details** Family Details Other Details

* Office: PRINCIPAL CCIT * Group: 8 * Cadre: Office Superintendent * I-Card No.: 1234

* Joining Date At Present Post: 01/05/2024 * Joining Date At Present Rank: 01/05/2024

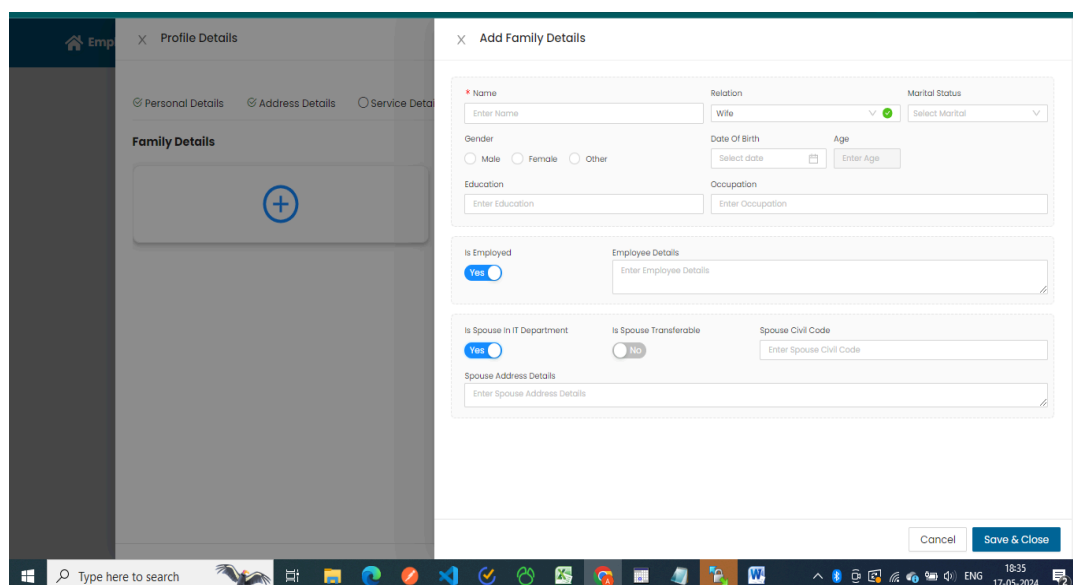
* Date of Entry To Govt. Service: 01/05/2024 * Rank of Entry For Govt. Service: Tax Assistant Joining Date In IT Department India: 01/05/2022 Rank of Entry for IT Department India: Cashier

* Joining Date In IT Department Mumbai: 08/05/2024 * Rank of Entry for IT Department Mumbai: Accountant

Save Information

IV. Family Details (Optional)

Fill out your family details, including names, relationships, marital status, gender, and date of birth for sons or daughters. Provide employment information if any family member is employed. If your spouse works in the IT Department, provide their working details. Click "Save & Close" to store the information.



Add Family Details

* Name: Enter Name Relation: Wife Marital Status: Select Marital

Gender: ☐ Male ☐ Female ☐ Other Date Of Birth: Select date Age: Enter Age

Education: Enter Education Occupation: Enter Occupation

Is Employed: ☒ Yes Employee Details: Enter Employee Details

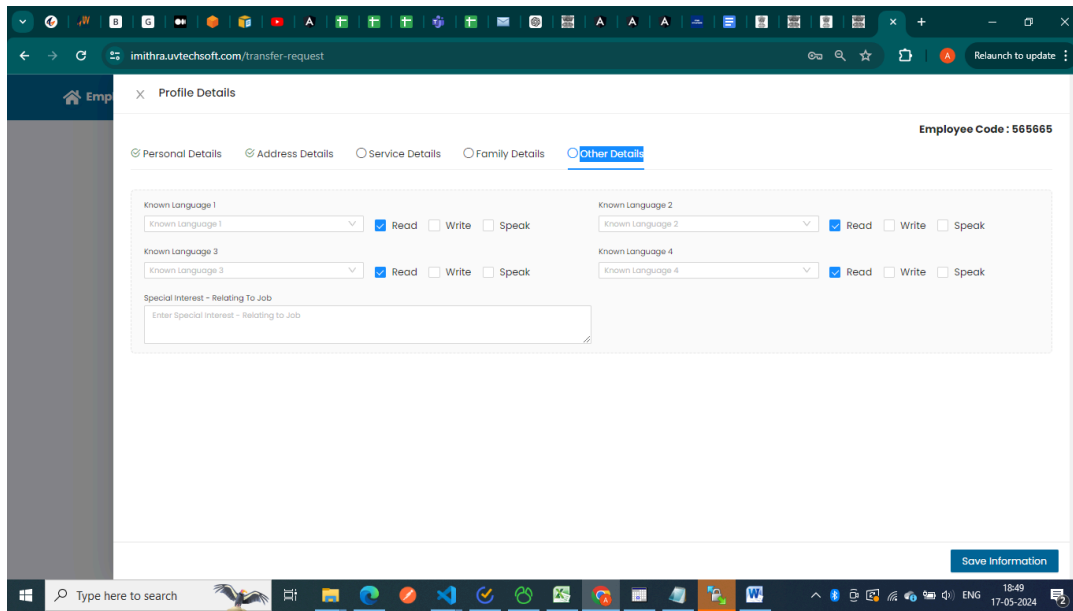
Is Spouse In IT Department: ☒ Yes Is Spouse Transferable: ☐ No Spouse Civil Code: Enter Spouse Civil Code

Spouse Address Details: Enter Spouse Address Details

Cancel Save & Close

V. Other Details (Optional)

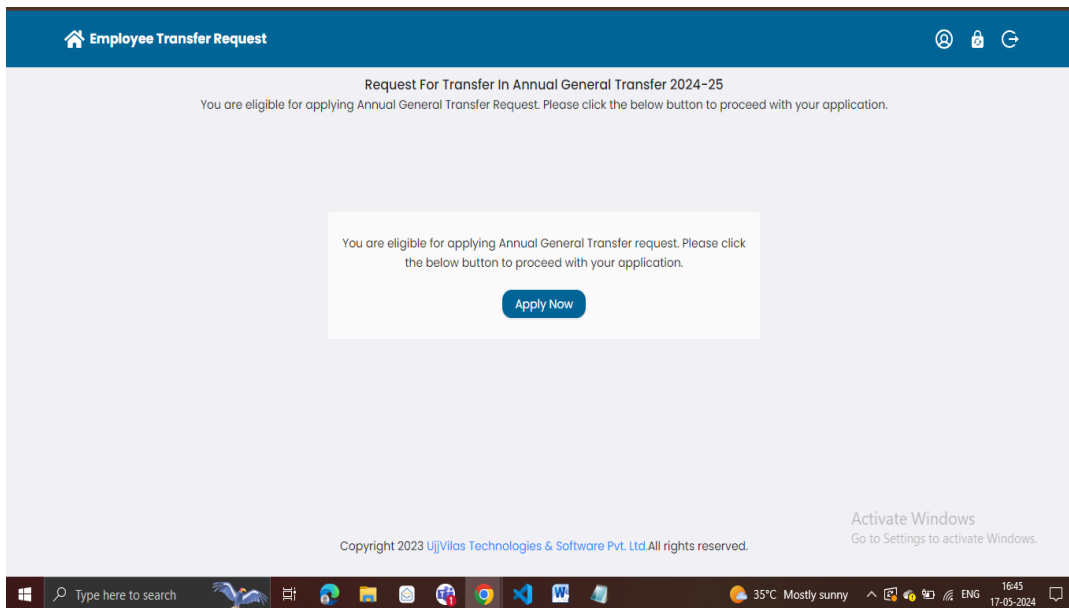
Fill out other details, such as known languages (read, write, and speak) and any special interests. Click "Save Information" to store your details.



The screenshot shows a web browser window displaying the 'Profile Details' form for an employee. The browser address bar shows 'imithra.uvtechsoft.com/transfer-request'. The form has a tabbed interface with 'Other Details' selected. The 'Employee Code' is 565665. The form contains four language sections, each with a dropdown for 'Known Language' and three checkboxes for 'Read', 'Write', and 'Speak'. Below these is a text area for 'Special Interest - Relating To Job'. A 'Save Information' button is located at the bottom right of the form.

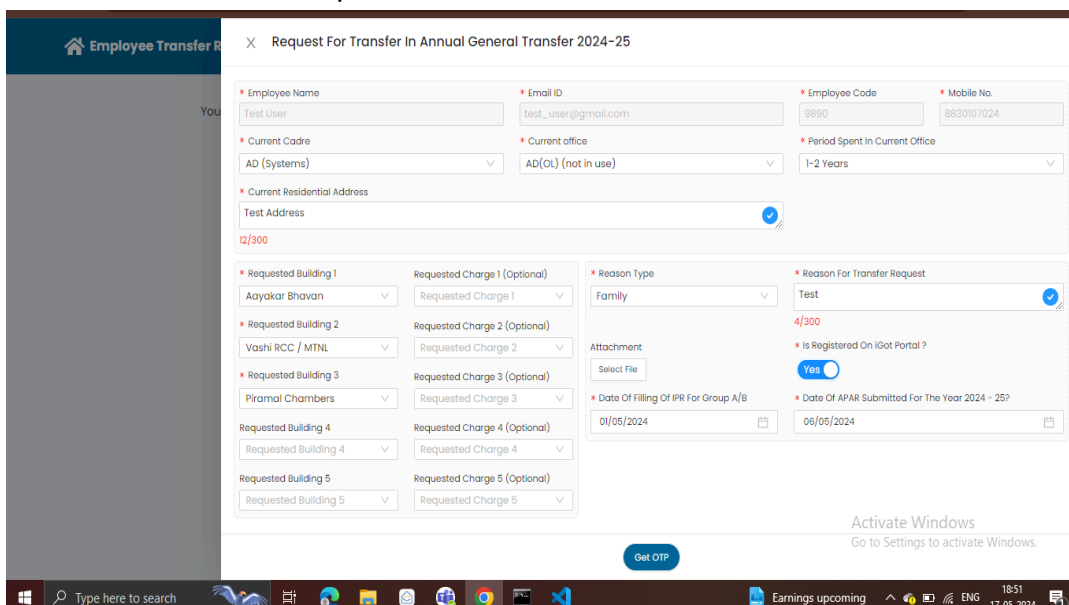
6) Apply For AGT

After completing your profile, click on the "Apply Now" button to initiate the application process for your Annual General Transfer request.



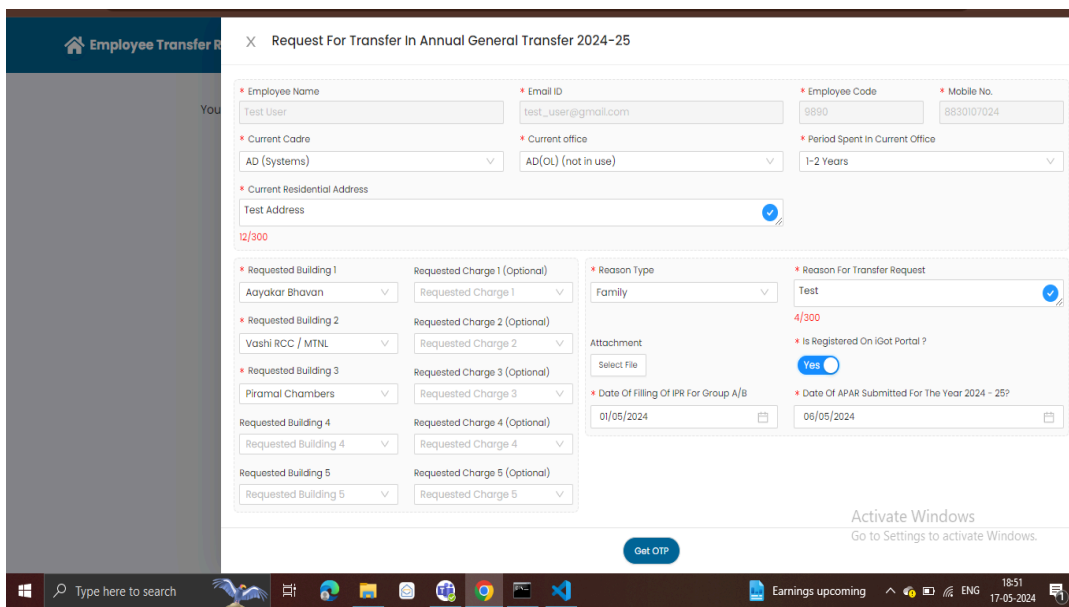
7) Fill Current Details

In the transfer request form, fill in all required details like current cadre, office, address etc. Fields marked with a red asterisk (*) are mandatory. Ensure all information is accurate and up-to-date.



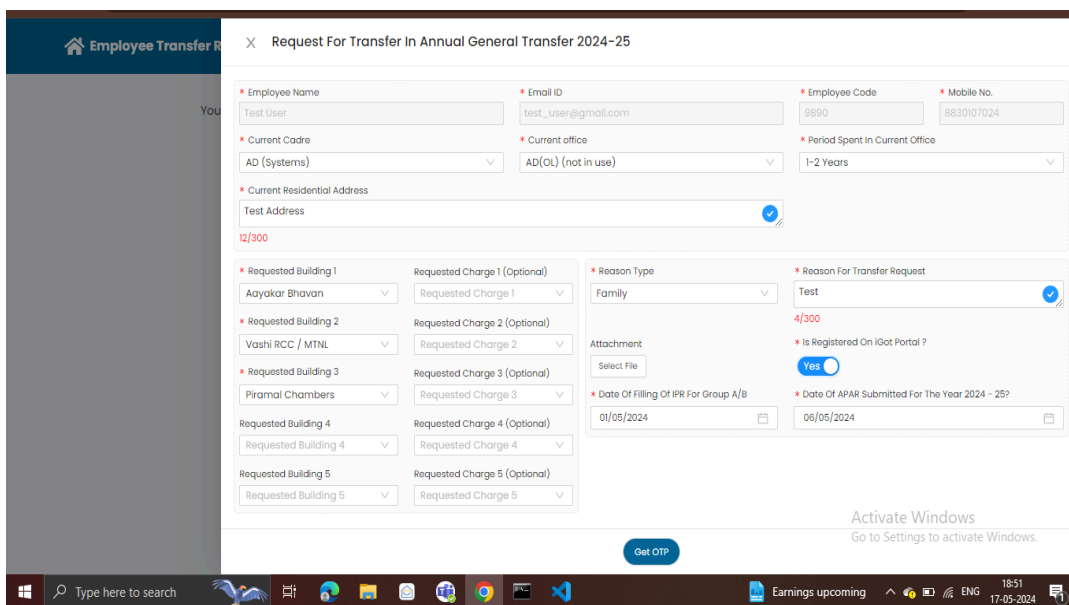
8) Preferences Selection

Fill in your preferences for the requested buildings and offices. Fields marked with an asterisk (*) are required.



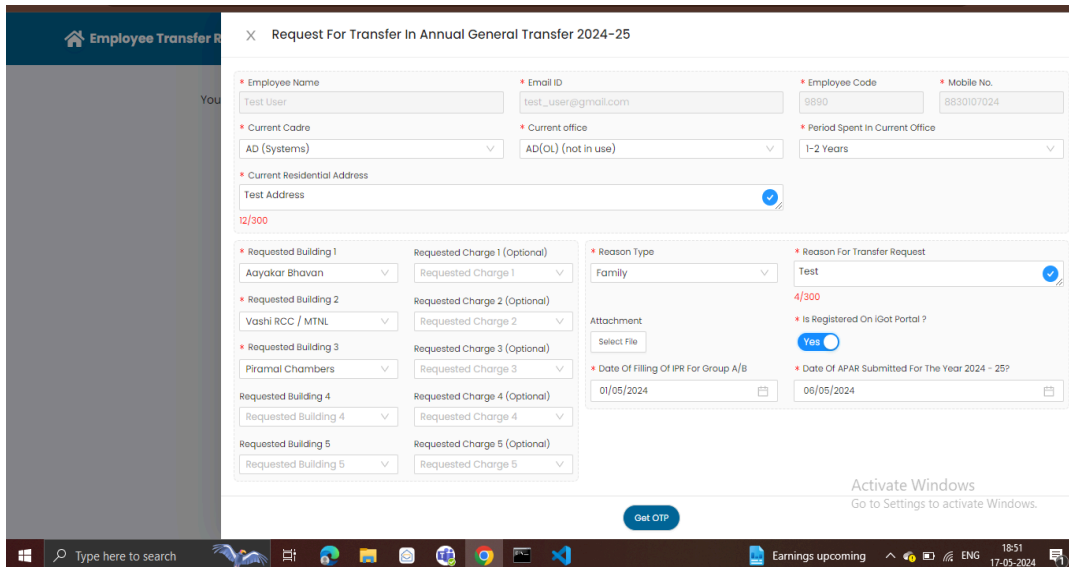
9) Transfer Request Reason

Provide details such as Reason Type, Reason for Transfer Request, and Date of Filing of IPR for Group A/B. If applying for a transfer due to medical reasons, upload a supporting document. Ensure you are registered on the iGot Portal before submitting your transfer request.



10) Click On Get OTP

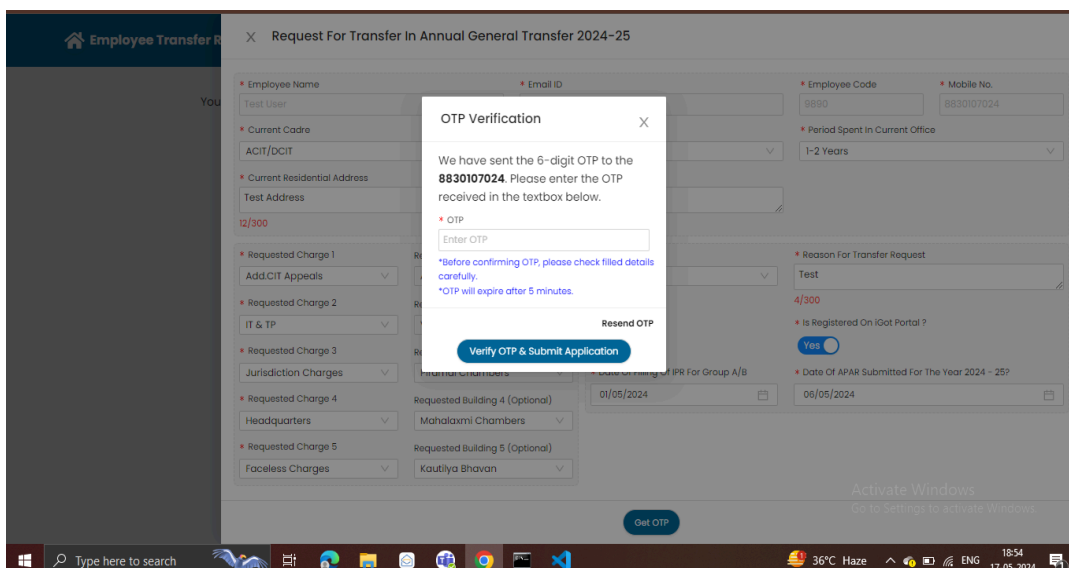
Click the "Get OTP" button at the bottom of the form. A 6-digit OTP will be sent to your registered official mobile number. The OTP is valid for 5 minutes.



11) Verify OTP & Submit Request

Enter the OTP received on your registered official mobile number in the designated text box. Click the "Verify OTP and Submit Application" button to proceed. Once submitted, your application will be processed.

Note : Ensure all data is accurate before final submission, as changes cannot be made afterward..





After submitting your transfer request, you will see an interface displaying your application details for future reference. You can also download a PDF file of the application by clicking the arrow button on the top right side of the details page.

Employee Transfer Request

Request For Transfer In Annual General Transfer 2024-25

You are eligible for applying Annual General Transfer Request. Please click the below button to proceed with your application.

+

Add New Transfer Request

Application No.: ACIT/DCIT_17052024011

Application Date : 17/05/2024

Name : Test User

Employee Code : 67587

Current Cadre : ACIT/DCIT

Period Spent In Current Office : 1-2 Years

Requested Building 1: Earnest House

Email ID : test_user@gmail.com

Mobile No : 8669806792

Current Office : AD (OI) (not in use)

Current Residential Address : test

Requested Charge 1: Central Charges

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Activate Windows
Go to Settings to activate Windows.

Type here to search

35°C Mostly sunny

17:59
17-05-2024