



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA

कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

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No. Pr.CCIT/Mum/Personnel/Loan Basis Transfer/2025-26/ 80

Date:-21.05.2025

CIRCULAR

Transfer of Group B & C Non- gazetted officials on 'Loan Basis' from Mumbai Region to other Regions

1. The DIT (HRD) vide letter No. **HRD/CMD-1/108/1/2020-21/6406** dated 22.12.2020, had conveyed that in order to mitigate the genuine transfer needs of officials on extreme compassionate grounds viz. medical grounds of self/dependents, physical disability of self/dependent, working spouse, single working lady etc. and keeping in view administrative requirements, henceforth, in exceptional cases, Inter-region transfer request of an official is to be considered strictly on merit on "Loan Basis".
2. In accordance with the said letter of HRD dated 22.12.2020, applications are hereby invited from eligible officials under Group 'B' & 'C' Non-gazetted cadres seeking 'Transfer on Loan Basis'. The officials seeking such transfer on loan basis should have put in at least two years of service as on 30.04.2025.
3. Applications along with the service particulars and undertaking (Proforma enclosed) should be forwarded through proper channel and reach the office of the undersigned on or before 16.06.2025.
4. The documentary evidences regarding each claim made or reasons mentioned including the residence/employment/medical reasons for home/desired region should be duly furnished. Incomplete applications with incomplete documentary evidences/incomplete affidavits/unsatisfactory evidences shall not be considered.
5. Any application for "Transfer on Loan Basis" furnished before the issuance of this circular shall be treated as null and void. Applications received only after the issuance of this circular and through proper channel shall be considered. Applications received beyond 16.06.2025 shall not be considered.
6. Any application/recommendation for "Transfer on Loan Basis" shall be treated as automatically cancelled in case the applicant fails to submit any document as called for by either home region or recipient region within a period of 15 days of receiving the NOC from the recipient region.
7. The applications received, shall be put up before the Screening Committee constituted for Inter-Charge Transfer on Loan Basis. The Committee shall scrutinize the applications and submit recommendations as per the guidelines mentioned in the HRD Letter dated 22.12.2020. On the basis of the recommendations of the Committee, the Pr. CCIT, Mumbai shall decide on the eligibility of the applicants to be considered for transfer on loan basis.



Sourav Jain
21/05/2025

(सौरव जैन, भारा.से.)

(Sourav Jain, I.R.S.)

आयकर उपायुक्त कार्मिक (मुख्या.) मुंबई

Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai

Encl:

- a) The DIT (HRD) vide letter No. HRD/CMD-1/108/1/2020-21/6406 dated 22/12/2020.
- b) Service Particulars (Part-1)
- c) Service Particulars (Part-2)
- d) Affidavit
- e) Instructions to officials



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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, New Delhi - 110003.

F. No. HRD/CMD-I/108/1/2020-21/6403

Dated: 22.12.2020

To,

All the Pr. Chief Commissioners of Income Tax (CCA)

Sub: Withdrawal of 'Inter charge Transfer' Policy and issuing of Instructions in respect of 'Transfer on Loan basis' of Group 'C' officials - Reg -

Madam/Sir,

With reference to the above mentioned subject matter, I am directed to convey that in continuation to the letter F.No. HRD/CM/104/07/2013-14(Pt.File-II)/7612 dated 12.02.2020 of the HRD, henceforth, **no Inter-Charge transfers** as per Board's letter F.No. A-22020/37/86-Ad.VII dated 14.05.1990 and subsequent relaxations/directions/advisories 'instructions/clarifications issued from time to time in the matter shall be considered/effectuated by the CCAs.

2. To mitigate the genuine temporary transfer needs of officials on extreme compassionate grounds (such as medical grounds of self/dependents, physical disability of self/dependent, working spouse, single working lady etc.) and keeping in view administrative requirements, henceforth, in exceptional cases, any inter region transfer request of an official shall be considered strictly on merit on loan basis only as per the conditions spelt in this letter.

(i) The official seeking transfer should have put in at least two (02) years of service.

✓ (ii) The official should apply to the Pr.CCIT (CCA) under whose jurisdiction he/she is posted, i.e. the home region, through proper channel, who, on being satisfied, shall take up the matter with the Pr.CCIT(CCA) of the region to which the employee seeks transfer on loan basis, i.e. the recipient region. The Pr.CCsIT (CCA) concerned will examine the request of the official on merit and with regard to the vacancy position in the respective cadre in the regions and shall, if the official is found to be fit for such transfer, pass necessary orders accordingly. Their decision in the matter shall be final.

✓ (iii) Ordinarily, no transfer request should be processed by the home region if the staff shortage in the said cadre there is above 60% of Sanctioned Strength.

✓ (iv) No request for transfer would be considered by the Pr.CCsIT(CCA) if any Vigilance or Departmental Proceeding or any case before any judicial forum is pending in respect of such official.

Arjun

(v) On approval of transfer request, the official would move along with post on temporary transfer from home region to the recipient region, with the post reverting back to the home region automatically with the reversion of the official. The vacant slot created in the home region on account of transfer on loan basis will be earmarked as 'Transfer against Loan Basis'. The official will be considered for promotion in higher grade/cadre in his/her home region as per eligibility and seniority assigned to him/her in the home region only upon reversion, not in the recipient region. In case the official is not willing to revert back to home region at the time of DPC, he/she will be promoted once he/she re-joins home region, but his/her seniority will be restored.

(vi) The official, either on own request or for any other reason may be reverted to home region before completion of loan tenure as per consent of competent authorities of both regions keeping in view administrative requirements and other factors.

(vii) Transfer on loan basis to the Directorates of the Board (except the Systems Directorate) at Delhi would be processed and finalized by the Pr. CCIT (CCA), Delhi. For the Directorate of Systems, the policy of transfer on loan basis issued by HRD vide F.No. CPC-TDS/CPC-Staffing Scheme/2018-19/352 dated 15.04.2019 would continue separately.

(viii) For the duration of loan period, except for purposes of seniority and promotion, the transferred official would be under the administrative control of the authorities concerned in the recipient region including for matters relating to drawing of pay and allowances etc.

(ix) The maximum tenure of transfer on loan basis would be three (03) years, extendable by another two (02) years with the approval of the Board. An official will be entitled to avail this policy only once (01) in his/her entire service career in the Department. A cadre wise roster to this effect shall be maintained by the CCAs.

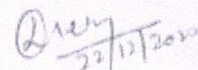
(x) Officials availing transfer on loan basis under this policy will not be entitled to any joining time and transfer travelling allowance.

(xi) An Affidavit to abide by the requisite terms and conditions of this policy would be obtained from the official availing this policy in the enclosed proforma before the transfer on loan basis is done.

(xii) Notwithstanding the above, the Board may, in exceptional circumstances, for administrative reasons, consider a case for transfer on loan basis.

3. These instructions are issued with the approval of the Competent Authority and take effect from the date of issue.

Yours faithfully,



(Lokesh kumar)

Income Tax Officer (CMD-I) (HRD)
New Delhi

ANNEXURE

SERVICE PARTICULARS (Part – 1)

- 1) Name of the Government servant :
- 2) Father's Name :
- 3) Home Town (as declared in service book) :
- 4) Region for Transfer on Loan Basis :
- 5) Date of Birth :
- 6) Category (GEN/SC/ST/OBC) :
- 7) Employee Code :
- 8) Date of joining the Income Tax Department :
- 9) Post on which official was recruited in direct
recruit quota :
- 10) The category to which the official was recruited in the direct
recruit quota :
- 11) Whether Permanent/Temporary :
- 12) Whether Departmental promote or Direct
Recruit in the present grade :
- 13) Date of promotion (copy of order to be enclosed) :
- 14) Departmental Examination passed along
with the year of passing :
- 15) Whether married (Yes/No) :
- 16) Period of service in different grades with dates :
- 17) Reasons behind applying for Transfer on loan basis :
- 18) No. of Inter Charge Transfers/Deputation posting/Transfer
on Loan Basis availed so far and details of such transfers :
- 19) Whether any vigilance or departmental proceeding or any
other case is pending before any Judicial Forum,
if yes, please furnish details :

Date:
Mobile Number:
Email Id:-

Signature:
Name:
Current Designation & Office Address:

It is certified that the information furnished from Sl. No. 1 to 19 have been verified from service records and have been found true and complete.

Place:
Date:

(Signature)
(HOD/DDO/Service Book Cell)

SERVICE PARTICULARS (Part – 2)

Details of family members

Particulars	Name	Age	Occupation(If any)	Present Address
Father				
Mother				
Wife/Husband				
Brother(s)				
Sister(s)				
Children				

(Signature)
(HOD/DDO/Service Book Cell)

AFFIDAVIT

I,.....Son/Daughter of do solemnly affirm to abide by the terms and conditions as laid down in the new instructions in respect of transfer of Group 'C' officials from one Pr. CCIT(CCA) Region (Home Region) to another Pr.CCIT(CCA) Region (Recipient Region) on **loan basis** circulated by the Directorate of Human Resource Development (hereinafter HRD), Income Tax Department vide letter F. No. HRD/CMD-I/108/I/2020-21 dated 22.12.2020, if my request for transfer on loan basis to (Recipient Region) in the cadre of is considered by the Competent Authorities and I further state on Oath as under:

1. I hereby declare that my service particulars as mentioned in the application seeking transfer on loan basis in the cadre of as well as evidences submitted by me in support of my grounds under which my request for transfer on loan basis on compassionate ground is made as per the guidelines contained in the letter issued by the Directorate of HRD, CBDT, New Delhi in F. No.HRD/CMD-I/108/I/2020-21 dated 22.12.2020 are true to the best of my knowledge and I have not concealed any particulars to this effect.

2. I hereby declare that I am fully aware about my seniority and promotion to higher grade/cadre consequent upon transfer on loan basis from (Home Region) to (Recipient Region) in the cadre of which is governed as per guidelines issued by the Directorate of HRD,CBDT, New Delhi in F. No. HRD/CMD-I/108/I/2020-21 dated 22.12.2020 to this effect and the same shall be applicable in my case. I also undertake that no claim of seniority and promotion shall be made by me in the Region of(Recipient Region) subsequent to reporting in that Region.

3. I hereby declare that no Departmental Proceedings/Enquiry, Vigilance matter and any court case is pending against me in my Home Region i.e. Pr.CCIT(CCA)Region

4. I hereby declare that amendment, if any, made by the Directorate of HRD, CBDT, New Delhi in its Guidelines for transfer on loan basis issued under F. No. HRD/CMD-I/108/I/2020-21 dated 22.12.2020 at any point of time shall be applicable on me and I hereby declare to abide by such amendment.

5. I hereby declare that no further request for availing benefit of transfer on loan basis shall be made by me in my service career as the same is available only once time in entire service career as per guidelines dated 22.12.2020 issued by the Directorate of HRD, CBDT, New Delhi.

6. I shall not be entitled to any joining time and transfer travelling allowances since the transfer on loan basis is considered at my own request.

7. I hereby declare that the Pr.CCIT(CCA)..... (Recipient Region) may post me at any stations/offices in his Region as per his administrative requirement without taking any consent from me for this purpose.

8. I hereby declare that in case of any service particulars and other details submitted by me for the purpose of seeking transfer on loan basis are found incorrect and after joining in Recipient Region i.e..... my act is found unbecoming of government servant at any point of time as per CCS Conduct Rules, my transfer on loan basis shall be cancelled by the Competent Authority and necessary action will be taken by him/her accordingly.

VERIFICATION

I, (Full Name)..... working in the cadre of
..... in the O/o on solemn affirmation
and oath state that I have made the above declaration as contained at Sl. No. 1-8 in connection with my
Transfer on loan basis in my full conscious and sound state of mind.

Solemnly affirmed at on day of
..... 20.....

Place: Signature

Date: Name

Before Me Designation

Instructions to Officials

The documents should be arranged in the following order:

- 1) Forwarding letter from the Competent Authority
- 2) Application of the Official- (Two sets)
- 3) Attested/verified Service Particulars (Proforma enclosed)
- 4) Affidavit (Proforma enclosed)
- 5) Joining Report
- 6) Employee ID card
- 7) Address proof (any two)
- 8) In case of Transfer on Loan Basis on spouse ground, the following documents to be submitted:
 - i. Marriage Certificate
 - ii. Joining report of Spouse
 - iii. Latest salary slip/Letter from Employer of Spouse
 - iv. Employee ID card of Spouse
- 9) Medical Certificates wherever applicable
- 10) Miscellaneous supporting documents, if any