

TRANSFER – POSTING GUIDELINES – 2016
IN RESPECT OF GROUP "C" EMPLOYEES IN PR. CCIT REGION OF WEST BENGAL & SIKKIM

1. Objectives:

The primary objective would be to formulate sound transfer policies in order to ensure harmonious career development of the officials. Efforts will be made to provide opportunities to officials to have exposure to the various nature of work performed in different offices in the department.

2. Classification of Charges:

2.1. The charges are classified as field and non-field charges.

2.2. **The field charges are:** All Administrative Commissionerates including Pr.CIT/CIT-Jalpaiguri, Siliguri Asansol, Durgapur, Burdwan, Pr CIT/CIT (Central), Pr.CIT/CIT(Exemption), Pr.CIT/CIT (TDS), LTU & CIT(IT & TP) and Posting of Inspectors in different units under DIT (Investigation) will also be treated as field postings.

2.3. **The non-field charges are:** O/o the Pr. Chief Commissioners of Income Tax, West Bengal & Sikkim, CCsIT, DGIT, CsIT (Appeals), CsIT(Audit), DIT (Investigation), DIT (Vigilance), CIT - RTI, CsIT DRs – ITAT, CIT(Admn. & CO), CsIT(DRs) ITSC, CIT (Judicial), DIT I & CI, Member – Appropriate Authority, ZAO Kolkata, Building-in-Charges/ASK of different I T buildings and any other charge not mentioned herein above.

3. Eligibility of Transfer / posting and tenure:

3.1 The officials will be eligible for transfer when they complete the tenure.

3.2 For the purpose of counting the tenure, officials who have completed 4 years as on 31st March of the year in a particular office/charge will be considered and it should be strictly followed. However, in case of transfer from Kolkata to Mofussils charges, not being a transfer on the basis of representation on the official concerned, this stipulation will be followed i.e. in respect of the officials get transferred to Mofussil offices in this year's GTO. A clause to this effect may also be incorporated in the AGT order.

3.3 Officials having upto 1 year of service left, counting from 1st April of the financial year, will not be considered for transfer in GTO except in some special cases where transfer is necessary for administrative grounds.

3.4 On promotion from one grade to another, the officials will normally be allowed to join on promotion in the same office and thereafter they may be transferred on longest stay criteria, if there is excess official in such cadre in the said office. If possible the excess officials may be transferred in the next GTO.

4. Guidelines for transfer within Kolkata:

4.1 Except as provided in para 4.2 below & subject to condition 3.2 above, officials who have completed **4 years** as on 31.03.2016 under the same Pr. CCIT/ CCIT/DGIT/ Pr.CIT/ CIT/DIT charge as the case may be, pursuant to an order passed by the O/o the Pr. CCIT, West Bengal & Sikkim will primarily become eligible for transfer in the GTO (General Transfer Order) for the **year 2016-17**.

4.2 Subject to condition 3.2 above, **Officials who have completed 4 years as on 31.03.2016 under any of the offices mentioned in para 2.3 (i.e. all Non-field charges) will become eligible for transfer in the GTO for the year 2016-17. For this year the cutoff date is taken as 31.03.2012.**



4.3 There will be a rotation of postings between the field and the non-field charges in the manner as under:-

Postings in company charges to be followed by postings in salary charges / non-field charges then to business charges to be followed by postings in salary charges / non – field charges and vice versa as far as practicable. While making postings on the basis of rotations as aforesaid, rotation of building should also be made as far as possible.

4.4 The administrative Pr.CsIT will be requested to rotate the officials posted under his charge, whenever the official completes 2 years under one particular Range/ CIT Office.

4.5 Two years rotation/tenure may kindly be maintained in the cases of the officials posted at ZAO, Sevottam, ASK, RTI, ITAT and Terminal Bank subject to willingness of the officials to continue in the same charge.

5. Guidelines for transfer/posting at mofussil stations:

5.1 Willing officials / newly recruited officials or who are junior most in that particular post will be posted to mofussil stations on a priority basis. The officials, who are junior in most in the cadre, may be posted to furthest station/office. Representations will be considered subject to availability of vacancies at that station. Officials who have attained **52** years of age as on or before 01.04.2016 will not be posted to or out of a mofussil stations unless specifically requested by the officials themselves.

5.2 If there is no vacancy in a particular mofussil station of choice then the officials may be posted to the nearest station as far as possible.

5.3 In case the number of officials opting for posting to a particular mofussil station exceeds the number of vacancies available in that station, seniority and exigency of the officials will be taken into account for giving preference for posting in such station.

5.4 In case number of officials opting for posting to a particular mofussil station / stations is inadequate vis-à-vis the number of vacancies, inter-station transfers will be made in order to tide over the exigencies. In making this exercise, the officials comparatively younger in age will be considered first irrespective of the tenure at the last posting in Kolkata.

5.5 An official transferred from Kolkata to mofussil station, not on the basis of representation, will be eligible for transfer back to Kolkata on completion of **2 years** tenure at that mofussil station subject to submission of representation for transfer of the official. As far as possible, an official once completed mofussil tenure, may not be posted again in mofussil station if not otherwise represented.

5.6 For transfers from a mofussil station (being a home station or where the official has been posted as per his preference) to another station (preferably adjacent station) /charge the tenure of stay at the former station/charge should be **6 years**. The officials can be posted back to the previous station after 2 years tenure at the latter mofussil station.

5.7 As far as possible, Lady/PH officials posted in mofussil stations may be accommodated in the same station (with change in present posting) even after completion of 6 years at the same station.

5.8 Willingness to be posted at mofussil stations should be the sole criteria for posting lady officials to mofussil stations.



6. Posting on compassionate grounds:

- 6.1 Posting on medical grounds will be considered only in the case of serious medical problems and having regard to the medical facilities available at the relevant station. For postings on medical ground, certificates / proof in support of the medical problems must be furnished with the request for posting on such grounds.
- 6.2 Husband and wife may be posted at the same station subject to availability of posts, including in the case of Inter-state transferees.
- 6.3 Postings on other compassionate grounds will also be sympathetically considered subject to availability of posts at the relevant station.

7. Posting in the office at Port Blair and Gangtok:

For posting in the offices at Port Blair and Gangtok preference will be given to the willing officials and their stay at these stations shall be posted for at least **2 years** and thereafter further continuation at these places may be considered on the basis of the willingness of the official posted there or on administrative requirements. If there is no willing official for posting, the officials junior in most in the particular cadre will be posted at least for 1 year. They will be considered for transferring back after completion of 1 year.

8. Postings of the officials joining the charge on inter-charge transfer:

For the officials joining this charge on inter-charge transfer, the initial postings for a maximum period of **2 years** may be considered on the basis of the request / option of such officials so long they work in the same grade they joined in this charge. However, on promotion to the next higher grade, for posting at mofussil stations, the names of such persons should be considered as per the existing norms without making any reference to the aforesaid period of 2 years.

9. Transfer on administrative grounds / public interest:

Notwithstanding anything contained in these Guidelines, an official may be transferred or posted to any station / office at any time if it is considered necessary to do so in public interest and in furtherance of organizational objectives. In case there is excess staff in any cadre in any charge/station, excess number of staffs will be transferred on longest stay basis. For this purpose, to compute the longest stay, nature of job of the charge and erstwhile charge of the incumbent will be taken into account.

10. Posting of Office Bearers/Executive Committee Members of Associations:

Posting of Office Bearers and Executive Committee members of the recognized Service Associations will be considered in the specific building /offices as per the request of such Service Associations for the organizational purpose. In case of mofussil stations, Office Bearers and Executive Committee members of the branch committees of the recognized Service Associations, the tenure of stay at the former station should be **8 years** except President and Secretary of the branch.

11. All the transferees must be released by the stipulated date as mentioned in the GTO 2016 and no Stay Order will be entertained in any circumstances, because no one is indispensable in the Office.
12. Personal preference of higher Authority for posting of a particular official should not be entertained.



13. **General & Exception:**


- (i) For special reasons suitable modifications / alterations may be effected in these guidelines after considering the views of recognized Association, wherever it is deemed necessary.
- (ii) On the following grounds exception to these guidelines may be considered:-
- a) Medical ground
 - b) Working spouse
 - c) Officials recruited against sports quota and representing the department in various sports meet.
 - d) Administrative requirements/grounds.

12. The above guidelines will supersede all other transfer posting guidelines for Gr-C officials issued earlier from this office. These guidelines have been prepared in consultation with the ITEF, Bengal Circle, Kolkata.


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