

Government of India
Income Tax Department
Office of the Chief Commissioner of Income Tax,
C.R. Building, I.S. Press Road, Kochi – 682 018.

F.No.12/Estt/CC-CHN/2013-14

Date : 14/03/2014.

ALL HEADS OF OFFICES IN KERALA REGION

Sub: Annual General Transfers of Group 'B' and Group 'C' officials within Kerala Region.

In connection with the Annual General Transfers within the Kerala Region around April, 2014, the particulars are hereby called for in respect of Group 'B' (Gazetted) officers, Group 'B' (Non-Gazetted) and Group 'C' officials in accordance with the transfer policy.

2. A specimen of proforma in which requests are to be submitted by the officials is enclosed.
3. **Officials may also be informed that NO FAX should be sent to this office** in this connection and that if the application is defective or incomplete, the application will be ignored and the case will be processed as if there is no application.
4. It is further conveyed that the information in the proforma will be used during AGT 2014 and also for any transfer during the period FY 2014-15.
5. **All officials of the CCIT(CCA), Kerala Region requiring TRANSFER / RETENTION are required to submit the proforma to their respective Head of Office duly filled up latest by 25/03/2014.** However, officials retiring on or before 31/3/2014 need not submit the same.
6. The Head of Office is requested to forward the application **duly verified** {after detaching all annexures and enclosures} so as to reach this office by **28/03/2014**. This may be sent directly to this office with due intimation to the concerned CCIT/DGIT/DIT/CIT.
7. The covering letter must contain the details such as the number of applications being forwarded and the list of officials who have not submitted the transfer proforma.
8. The instruction given above may also be communicated to the officer/official



PRADUMNA KUMAR SINGH
Deputy Commissioner of Income Tax (HQ)(Admn/Vig)
O/o. Chief Commissioner of Income Tax [CCA], Kochi.

Copy to:

1. The CCIT, Thiruvananthapuram / DGIT(Inv), Kochi / All CsIT/DsIT in Kerala Region - With the request to give their recommendations, if any, on specific cases latest by 04/03/2012, through a separate letter.
2. The Secretary, IRS Officers' Association / The General Secretary, ITGOA / ITEF, Ernakulam.

APPLICATION FOR TRANSFER/RETENTION WITHIN THE CCIT(CCA), KOCHI REGION

PARTICULARS 1 TO 12 TO BE FURNISHED BY OFFICIAL(Please Follow the Instructions)

- > ALL OFFICIALS [EXCEPT GROUP 'A'] OF THE CCIT(CCA), KOCHI REGION TO SUBMIT THE FORM
- > **NO ENCLOSURES** TO BE ATTACHED WITH THIS APPLICATION.
- > IMPROPER OR DEFECTIVE APPLICATIONS WOULD BE IGNORED
- > Use **BLUE INK** for filling up the form
- > ONLY PHOTOCOPY OF THIS FORM SHOULD BE USED.

1	NAME			
2	Present designation			
3	Office in which presently working	O/o.		
4	Date of joining in current Station [Kochi, Aluva & Mattancherry are to be treated as same station for the purpose]			
5	Date of Birth			
6	Name of Home Town			
7	Whether you desire to get a transfer out of current place of posting?(YES/NO)			
8	Preferred places of posting (3 choices) are to be given irrespective of whether the answer to item no.7 above is YES / NO	Choice 1 : _____ Choice 2 : _____ Choice 3 : _____		
9	Particulars of children likely to be in class X or XII during Academic Year 2014-15	Name of child / children	Class to be in the Academic Year 2014-15	Name of the School in which studying and place
10	If your spouse is employed, name of the organization and current place of posting / whether transferable ?			
11	Reason(s) for the choices of postings mentioned against item no.8 above [Do not attach any annexure/enclosure in support of the claim]			
12	Any other remarks			
I certify that the particulars given by me above are true to the best of my knowledge and belief				
<i>(Signature of the official with date)</i>				

Details mentioned by the official against item nos.1 to 6 of the proforma above are verified with the Service Register of the official and found to be in order.

(Signature of the Head of Office with seal and date)