



Government of India  
Income Tax Department  
Office of the Principal Chief Commissioner of Income Tax, Kerala.  
Central Revenue Building, IS Press Road, Kochi – 682 018.

F.No.12/Estt./CC-CHN/2015-16

Date : 3<sup>rd</sup> December 2015

To

The General Secretary  
ITEF/ITGOA  
Kerala Circle

Sub: Formulation of new Transfer Policy – Constitution of committee and finalization –reg.  
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I am directed to forward here with Order of Pr. CCIT, Kerala [Order No. 89/2015-16] with a request for suggestions on the above subject . The suggestions, if any, may be furnished to this office on or before 18.12.2015 so that the same can be forwarded to the Committee constituted in this regard.

VENI RAJ  
Deputy Commissioner of Income Tax [HQ][Admin./Vig.]  
O/o. Principal Chief Commissioner of Income Tax, Kerala.

Encl: as above



सत्यमेव जयते

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ORDER NO. 89 /2015-16

Sub: Formulation of new transfer policy – Constitution of Committee and finalisation -Reg.

Transfer Policy is a fundamental requirement for transparency in administration, and the Office of Pr.CCIT is proposing to formulate a new transfer policy to be implemented in the region of Pr.CCIT, Kerala. In this regard, the ITGOA has vide their letter dated 14/01/2015 has already sought formulation of a transfer policy for this region.

2. Currently a committee constituted by CBDT vide No. HRD/AD/819/3/2015-16/2637 dated 29/31.07.2015 is formulating a Transfer Policy. Subject to the condition that Transfer Policy applicable to Group B and Group C officials out of recommendations of the committee constituted by CBDT will prevail as and when issued, the Pr.CCIT has decided to formulate a transfer policy to be implemented from AGT-2016 onwards. This will be formulated separately for Group B and Group C. The proposed approach is as under

- 15.12.2015: Receipt of comments/suggestions in response to this letter
- 18.12.2015: Forwarding of same to committee constituted for evaluating and deciding on acceptance of suggestions
- 07.01.2016: Receipt of recommendations of the committee
- 09.01.2016: Forwarding of recommendations of the committee to CCIT, Thiruvananthapuram/DGIT(Inv), Kochi/ITGOA/ITEF.
- 22.01.2016: Discussion chaired by Pr.CCIT for finalising transfer policy. The (a)CCIT, Thiruvananthapuram, (b)DGIT(Inv), Kochi, (c)CIT[Admin. & CO.], Kochi, (d) members of the committee, (e) Addl.CIT(HQ), o/o Pr.CCIT and (f) DCIT(HQ), o/o Pr.CCIT will represent the administration and 4 members each of ITGOA and ITEF will represent the recognised unions. This will be followed by further discussions, if needed.
- 04.02.2016: Issue of Transfer Policy.

3. The committee constituted for the purpose of screening and evaluating recommendations is as under:

- Shri. Pranab Kumar Das, Pr. CIT, Kochi-1
- Shri. Benny John, DIT[I&CI], Kochi
- Smt. Ann Mary Baby, Jt.CIT[Intl. Taxation], Kochi.
- Smt. Pavuna Sundari. E, DCIT[Exemption], Kochi.

The area of focus of the committee includes as to how to determine relaxation cases and to balance between compassion and work requirements. It is desired that the recommendations are such that the Transfer Policy as and when formulated simple, easy to administer and clauses are not prone to multiple interpretations.

4. The Addl.CIT(HQ) and/or DCIT(HQ), o/o Pr. CCIT shall provide requisite inputs like HRMS matters, sanctioned posts, working strength, likely working strength in ensuing year from file of o/o Pr.CCIT to the committee as needed. They may participate in the committee meeting if specifically requested for.

5. It is requested that time limit specified in this letter is adhered as transfer requests are to be called for from officials immediately thereafter so that the AGT-2016 is completed by 31.03.2016.

P.R. RAVIKUMAR

Director General of Income Tax [Inv.], Kochi holding the  
charge of Principal Chief Commissioner of Income Tax, Kerala.