



सत्यमेव जयते

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

F.No.20/Estt./3/CC-CHN/2013-14

Date : 03<sup>rd</sup> February, 2014.

All Commissioners/Directors of Income Tax,  
Kerala Region.

Sir/Madam,

Subject : Posting of officials on do-duty / additional charge basis across Stations –  
Directions - Regarding.

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It is hereby informed that instances of assigning 'do-duty' orders on officials across Stations (on additional charge) without even informing the Chief Commissioner of Income Tax [CCA], Kochi have come to the notice. It is stated this negates the very purpose of Annual General Transfers of Officers and Staff.

2. The CCIT[CCA] has directed that all do-duty / additional charge Orders passed by your office / subordinate office stand cancelled with immediate effect. This may be given effect within 2 days of receipt of this letter.

3. If the Commissioner/Director of Income Tax desires to assign do-duty / additional charge to their official(s) across the Station, a proposal to that effect may be forwarded to the Cadre Controlling Authority for prior approval. While forwarding such proposal the CsIT/DsIT are requested to take note of the financial implications of giving do-duty / additional charge across Stations and the likely litigation that can arise out of the same. Recently, the Revenue Secretary has directed that "Responsibility to be fixed" for giving additional charge, without the approval of the Competent Authority.

Yours faithfully,

  
R. MOHAN

Addl. Commissioner of Income Tax [H][Admn./Vig.],  
For Chief Commissioner of Income Tax [CCA], Kochi.

Copy submitted for information to :-

1. The Chief Commissioner of Income Tax, Thiruvananthapuram.
2. The Director General of Income Tax [Investigation], Kochi.