

**Government of India**  
**Income Tax Department**  
**Office of the Principal Chief Commissioner of Income Tax,**  
**C.R. Building, I.S. Press Road, Kochi – 682 018.**  
F.No.12/Estt/CC-CHN/2015-16 dated 18/02/2016.

To

**ALL HEADS OF OFFICES IN KERALA REGION**

Subj: Annual General Transfers of Group 'A', 'B' and 'C' Officers/Officials within Kerala Region.

In connection with the Annual General Transfers 2016 within the Kerala Region, the particulars are hereby called for in respect of Group 'A', Group 'B' (Gazetted) Officers, Group 'B' (Non-Gazetted) and Group 'C' officials.

2. A specimen form in which requests are to be submitted by the Officers/Officials to their Head of Office is enclosed herewith. **Officers/Officials are requested not to send any direct correspondence to this office.**

3. It is further conveyed that the information in the form will be used during AGT 2016 and also for any transfer during the period FY 2016-17.

4. **All Officers/Officials working in Income Tax Department, Kerala Region are required to submit the duly filled up proforma to their respective Head of Office latest by 29/02/2016.** However, Officers/Officials retiring on or before 31/3/2016 need not submit the same. 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 **11/03/2016**. The letter should contain two schedules duly certified by the Head of the Office covering all Officers/Officials who are working with the office as on 26.02.2016.

Schedule-1: List of Officers/Officials whose application for transfer is being forwarded  
Schedule-2: List of Officers/Officials who had not submitted transfer form

**These forms are to be arranged in the same order as in Schedule-1. One certified copy is to be retained by the head of office and one copy may be sent directly to this office with due intimation to the concerned CCIT/DGIT/Pr.DIT/DIT/Pr.CIT/CIT**

5. Where officers/officials leave item 5A and 5B blank due to any difficulty in locating orders, the Head of Office may fill up the same after verifying records.


6. Officers/officials may be requested to make sure that choices in item 9 should not be the same in 1,2 &3. If the choices are same, the repeated entries may be ignored.

7. The officers/officials who opt for Wayanad as posting can give their option. Those posted to Wayanad will initially be retained in their current station itself and will be reposted to Wayanad as and when the office becomes functional.

8. Item No. 11 is to be left blank if retention is not claimed even if the child is to be in Class X or XII in the Academic Year 2016-17.

9. Item No. 13 may be left blank if you are not making claim for posting to a particular place on spouse employment ground.

10. The instruction given above may also be communicated to all officers/officials.

  
**SWAPNA NANU AMBATT**  
**Addl. Commissioner of Income Tax (HQ)(Admn/Vig)**  
**O/o. Principal Chief Commissioner of Income Tax, Kerala**

Copy to:

- 1 The CCIT, Thiruvananthapuram / DGIT(Inv), Kochi / All Pr.CIT/Pr.DIT(Inv)/CsIT/DsIT in Kerala Region - With the request to give their administrative need or ground based recommendations, if any, on specific cases latest by 11/03/2016, through a separate letter.
- 2 The Secretary, IRS Officers' Association / The General Secretary, ITGC-TEF/ITSEWA, Ernakulam.

APPLICATION FOR TRANSFER/RETENTION WITHIN THE PR.CCIT, KERALA REGION IN YEAR 2016-17

PARTICULARS 1 TO 20 TO BE FURNISHED BY OFFICIAL (Please Follow the instructions)

- > ALL OFFICIALS [upto rank of Addl.CIT] OF THE PR.CCIT, KERALA REGION TO SUBMIT THE FORM
- > KINDLY EXERCISE CARE WHILE FILLING UP THE FORM
- > NO ENCLOSURES TO BE ATTACHED WITH THIS APPLICATION.
- > IMPROPER OR DEFECTIVE APPLICATIONS WOULD BE IGNORED

1	NAME												
2	Employee No						3	Current Place of Posting(USE CODE)					
4	Date of joining current Station (dd/mm/yyyy)							4A	Designation (USE CODE)				
5	Office in which working as on day												
5A	PCCIT/DGIT/CCIT/PDIT/PCIT/CIT/Addl.CIT at whose disposal placed as per last order of posting issued from office of PCCIT, Kochi												
5B	Order No and date w.r.t item 5A												
6	Date of Birth	Day	Month	Year				7	Name of Home Town				
				19									
8	Whether you desire to get a transfer out of current place of posting?(YES/NO)												
9	Preferred places of posting (3 choices) are to be given irrespective of whether the answer to item no.8 above is YES / NO	(a) Choice			(1)			(2)			(3)		
		(b) Place (USE CODE)											
9A	if any of 9(a) (1),(2) or (3) above is EKM specific choice(use CODE2) within Ernakulam District												
		(i)			(ii)			(iii)			(iv)		
10	Details of last SIX offices where the official has worked within the region in descending sequence of posting	From		To			Designation(s) (USE CODE)	Office	Place (USE CODE)				
		dd	mm	yyyy	dd	mm			yyyy	As on day			
11	Particulars of children likely to be in class X or XII during Academic Year 2016-17	Name of child					Class to be in the Academic Year 2016-17			School name and Place			
12	Is your spouse employed? (YES/NO)												
13	If answer to 12 above is YES	Name of spouse											
		Office/Organisation in which working											
		Place at which working											
		Whether Transferable?											
	Central Govt/State Govt/Semi Govt/Private/Courts/Tribunals?												
14	Whether retention or transfer sought on health grounds(Yes/No)												
15	If Yes, whose health ground is cited? (please mark the appropriate block) <input type="checkbox"/> Self/ <input type="checkbox"/> Spouse/ <input type="checkbox"/> Child												
16	Name of disease												
17	Whether any claim is on basis of mentally retarded or differently abled child on the basis of DoPT's OMs No. 42011/3/2014-Estt.(Res.) dated 06/06/2014, 17/11/2014 and 05/01/2016.	Yes/No											
		If yes, Details											
18	If response to item no.8 above is 'NO', reasons thereof												
19	Any other remarks												
20	Official e-mail ID [name based]												

I certify that the particulars given by me above are true to the best of my knowledge and belief

(Signature of the official with date)

Details mentioned against item nos.2 to 8, 10 to 13 & 18 are verified and found correct

(Signature of the Head of Office with date)

PLACE CODE		DESIGNATION CODE	
Place	Code	Designation	Code
Thiruvananthapuram	TVM	Addl.CIT/Addl. DIT	ADDL CIT
Kollam	KLM	Joint CIT/Joint DIT	JCIT
Thiruvalla	TVL	Dy. CIT/Dy DIT	DCIT
Alleppey	ALP	Asst. CIT/Asst.DIT	ACIT
Kottayam	KTM	ITO	ITO
Kochi/Mattanchery/Aluva/Kakkanad	EKM	AO Gr.I	AO1
Trichur	TCR	AO Gr.II	AO2
Palakkad	PGT	AO Gr.III	AO3
Tirur	TIR	Sr.PS	SPS
Kozhikode	KKD	PS	PS
Kannur	KNR	Inspector of Income Tax	ITI
Kasargod	KGD	Office Supdt.	OS
Wayanad	WYN	Senior Tax Assistant	STA
Thodupuzha	TDP	Stenographer Gr.I	SG1
Guruvayur	GVR	Stenographer Gr.II	SG2
		Tax Assistant	TA
CODE2: Ernakulam Code		Staff Car Driver[Special Grade]	SCDS
Kakkanad	KAK	Staff Car Driver Gr.I	SCD1
Mattanchery	MCY	Staff Car Driver Gr.II	SCD2
Aluva	AWY	Staff Car Driver [Ordinary]	SCD3
Others	KOC	Notice Server	NS
		Lower Division Clerk	LDC
		MultiTasking Staff	MTS