

January/8, 2010

Dear

Please refer to my earlier D.O Letter bearing F.No. DBC/ Profile certification/ 2009-10 Dated. 26 November, 2009 with regard to the certification of the Executive Profiles (including personal profiles) of Group-A officers posted in your region (copy enclosed).

2. A number of deficient profiles of the officers in the grades of CITs and Additional/ Joint CITs are yet to be expedited. A list of such officers where hard copies of the complete and authenticated profiles have not been received so far is placed on the website.
3. Unfortunately, the progress in the grade of ACITs/ DCITs has been very slow. Profiles of more than 400 officers in this grade posted in different regions are still incomplete/ unauthenticated. A list of such officers is placed on the website.
4. It may please be noted that the request for transfer will not be entertained unless the profiles of the officers concerned are complete and authenticated.
5. It has also been noticed that many officers had sent correction requests without getting their profiles authenticated. Please note that sending a correction request does not serve the purpose unless the full profile of the officers is authenticated by your office. Therefore, it is necessary that in the cases of all such officers where profile status is either "unauthenticated" or "pending approval" or "awaiting data", the complete & authenticated profiles are sent to the Database Cell. The officers can verify their "profile status" on the CMS (Cadre Management System). All the officers in your region may please be directed accordingly.
6. Similarly, the officers may please be directed to verify their profiles on the net and sent their request to update, wherever necessary.
7. I shall appreciate, if the pending certification of profiles of the entire Group-A officers of your region including correction requests and requests to update the profiles, as the case may be, is expedited without any further delay. You are also requested to send a report on completion of this exercise by 28 January, 2010.

Season's greetings and best wishes.

Yours sincerely,


(S.S.N. Moorthy)

Sushri/ Smt/ Shri
All the Chief Commissioners of Income-tax (CCA)