

F.No. A-35015/07/2010-Ad.VI  
Government of India  
Ministry of Finance, Department of Revenue  
Central Board of Direct Taxes  
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New Delhi, dated. 19, February, 2010

To,  
All the Chief Commissioners of Income-tax (Cadre Controlling Authorities), and  
Director Generals of Income-tax of attached Directorates of the CBDT.

**Subject: General Transfers-2010 at the level of Commissioners of Income-tax, Addl. / Joint Commissioners of Income and Deputy/ Assistant Commissioners of Income-tax.**

Madam/ Sir,

Pursuant to the new Transfer/ Placement Guidelines for officers of IRS, CBDT-2010, I am directed to say that all the individual officers are required to submit their transfer options mandatorily. The transfer options should be submitted 'online' through our web portal [www.irsofficersonline.org](http://www.irsofficersonline.org). A system of 'Online submission of Transfer Option' is operational through 'Cadre Management System' (CMS) of the website. The individual officers may log in to the 'CMS' with the help of their respective username and passwords and submit their details as per web Performa (copy enclosed). The officers may log in directly to the 'CMS' using URL; <http://cms.irsofficersonline.org/cadre/index.php>. After filling, the option forms can be saved and print out be taken.

2. Once the online option form is submitted by the individual officers, the CCIT (CCA)/ DGIT (of the attached Directorates of CBDT) concerned may 'approve online' the options submitted by the officers of their regions by logging into CMS through the above mentioned url. It is needless to mention, that all the CCITs (CCA) and DGITs of attached Directorates of the CBDT have already been provided with their username and password. Provisions have been made in the CMS to enter comments by the CCITs/ DGITs while approving such options.

3. Besides above, hard copies of the Online Performa submitted by the individual officers, duly signed by them, may also be obtained and **forwarded** with the comments, if any, of the CCIT (CCA)/ DGIT the attached Directorates of the CBDT concerned **to the Database Cell, CBDT, Mezzanine Floor, ARA Centre, E-2 Jhandewalan Ext., New Delhi-110055.**

4. The office of the CCITs (CCA)/ DGITs of the attached Directorates of the CBDT may fill up 'Online Option forms' in CMS suo motto for any individual officer posted in their region, where such officer has not submitted online option form due to absence on account of leave or any other reason. In such cases, CCITs (CCA)/ DGITs concerned should invariably offer their comments while approving online and sending hard copies/print out of the option form to the undersigned.

5. The officers posted in the CBDT or officers on the verge of reversion from deputation may submit their options online followed by forwarding of the hard copies of the Online Option forms duly signed by them through their respective controlling authorities to the undersigned.

6. It may please be noted that the request for transfer will not be entertained unless the profile of the officers concerned are complete and authenticated. Therefore, the officers may please be directed to first verify their profile on the net and send their request to update through your office before submitting their options.

7. Online approvals of the options submitted by the officers must be completed by **02<sup>nd</sup> March, 2010** by your office. The hard copies of the same (signed by the officers) duly forwarded by your office must reach the Database Cell within a fortnight thereafter.

Yours faithfully,



(P.G.Kaladharan)

Under Secretary to the Government of India

**Transfer Options : 2010 Praforma**  
**(To be filled up by individual officer online)**

Civil Code :

Name :

CCIT (CCA) :

Requesting for transfer

Yes
No.

Option  
Region : 1

Please Select

Please type specific choice of posting, if any

Option  
Region : 2

Please Select

Please type specific choice of posting, if any

Option  
Region : 3

Please Select

Please type specific choice of posting, if any

Reason	Sub-class	Remarks	Max 1000 Char.
<input type="checkbox"/>	Working Spouse	<input type="checkbox"/> IT Dept. <input type="checkbox"/> State Govt. <input type="checkbox"/> Central Govt. <input type="checkbox"/> PSU <input type="checkbox"/> Others	
<input type="checkbox"/>	Medical Ground	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Children <input type="checkbox"/> Parents <input type="checkbox"/> Others	
<input type="checkbox"/>	Education of Children	<input type="checkbox"/> Class X <input type="checkbox"/> Class XII <input type="checkbox"/> Others Classes	
<input type="checkbox"/>	Others (Please Specify)		Max 1000 Char.