

**MOST URGENT**  
**CADRE REVIEW MATTER**



सत्यमेव जयते

**GOVERNMENT OF INDIA, MINISTRY OF FINANCE**  
**CENTRAL BOARD OF DIRECT TAXES**  
**DIRECTORATE OF INCOME TAX**  
**(HUMAN RESOURCE DEVELOPMENT)**  
ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II  
New Delhi – 110070. Tel. 26130592, Fax 26130594/78.

F. No. HRD/CM/102/05/2008-09/ 216

Dated 16 January/2009

To,  
The Chief Commissioner of Income Tax (CCA)

Chandigarh, Delhi, Jaipur, Ahmedabad, Mumbai, Pune, Nagpur, Bangalore, Cochin (Kochi),  
Chennai, Hyderabad, Bhubaneswar, Kolkata, Bhopal, Lucknow, Kanpur, Patna, Guahati.

Sir,

**Sub:- Collection of organizational and manpower data for Cadre Review  
Exercise –reg**

I am directed to invite your kind attention to this Directorate's order vide F.No. HRD/CM/102/01/2008-09/137 dated 12<sup>th</sup> December 2008 constituting a 'Cadre Review Committee' for the Income Tax Department with the approval of competent authority.

2. In the Cadre Review Committee meeting held on 5<sup>th</sup> January 2009, it was decided to collect comprehensive and up-to-date data on organizational structure and manpower resources of the Department which would help the Committee in analyzing the present situation and formulating its report. Questionnaire to this effect were also approved in this meeting.

3. The required information has been divided into two parts – Part A and Part B. Part A relates to data on 'organizational structure' containing eight sub-parts (A-I to

A-VIII). Information for sub-parts A-II to A-VII is to be provided in the given MS-Excel format to make further analysis of data possible. Part B relates to 'manpower information' and it is also required to be provided in the given MS-Excel format for making subsequent analysis possible. Part B is further divided into four sub-parts, one each for Group A, B, C and D employees. Structure of questionnaire along with detailed questionnaires is enclosed herewith. Soft copies (Excel format) of the Questionnaires are also being forwarded through e-mails.

4. It is requested that information required in MS-Excel format may kindly be directed to be provided electronically, preferably through e-mail attachment or on a CD. The e-mail should be forwarded to the following addresses:-

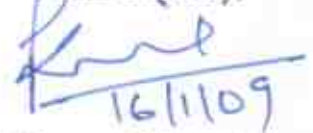
- (i) *praveenkishore@incometaxindia.gov.in*
- (ii) *praveenkishore@rediffmail.com*

This would enable time bound compilation and analysis of the data. Other information could be forwarded to this Directorate, which has been designated as the Secretariat for the Cadre Review Committee, at the address given above.

5. The questionnaire/information complete in every respect may kindly be directed to be forwarded to this Directorate latest by 30<sup>th</sup> January 2009, as the Cadre Review Committee is required to submit its report in a time bound manner and the availability of up-to-date and reliable data is a crucial input for this important exercise for the Income Tax Department.

Encl. As above

Yours sincerely,



(Praveen Kishore)

Joint Director of Income Tax (HRD) &  
Member Secretary, Cadre Review Committee