

कार्यालय प्रधान मुख्य आयकर आयुक्त,
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,**
दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,
एगार्ड्स .सी., हैदराबाद / AC Guards, Hyderabad – 500 004,
टेलि/नं.Tel. No. 040 – 23425474, फैक्स/Fax 040-23241427

F.No.Pr.CCIT/Estt /DBC /2020-21

Date:26.06.2020

To
All IRS Officers of,
Andhra Pradesh and Telangana Region.

Sir / Madam,

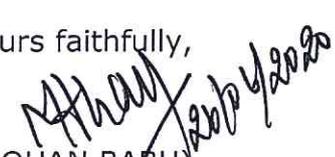
Sub: Correction / updation in the Executive Profile of IRS officers -
Reg.

Ref: Email dated 19.06.2020 received from CIT(C&S), CBDT

Please refer to the above.

2. Please go through the attached copy of e-mail. Due to non updation of profile, errors crept into the All India Transfer & Posting orders of ACIT/DCIT.
3. In view of the above, I am directed to request to all IRS officers working in AP & TS to make their executive profiles up to date.
4. All correction or updation requests may be forwarded through proper channel in the prescribed proforma to the Addl. Director of Income Tax, Database Cell of CBDT, Mezzanine Floor, A R A Centre, E-2 Jhandewalan Extension, New Delhi 110 055, at the earliest so as to ensure that requests are received by Database Cell before 03rd July 2020.

Yours faithfully,


(M. MOHAN BABU)
Deputy Commissioner of Income tax,
(Hqrs)(Admn),
O/o Pr.CCIT, AP & TS, Hyderabad

Encl: Executive profile correction request Form.

Subject: Fwd: Updation of Executive Profiles of IRS Officers on irsofficeronline.gov.in - reg
To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tps@incometax.gov.in>,
Hyderabad Add/JCIT[HQ][ADMN],HYD" <hyderabad.addcit.hq.admin@incometax.gov.in>

Date: 06/19/20 03:56 PM
From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

----- Original Message -----

From: Rakesh Gupta <commcoord-cbdt@nic.in>

Date: Jun 19, 2020 3:38:07 PM

Subject: Updation of Executive Profiles of IRS Officers on irsofficeronline.gov.in - reg

To: "Pr. CCIT Ahmedabad" <ahmedabad.pccit@incometax.gov.in>, "Pr. CCIT Bangalore" <bangalore.pccit@incometax.gov.in>, "Pr. CCIT Bhopal" <bhopal.pccit@incometax.gov.in>, "Pr. CCIT Bhubaneswar" <bhubaneswar.pccit@incometax.gov.in>, "Pr. CCIT Chandigarh" <ccit.chandigarh@incometax.gov.in>, "Pr. CCIT Chennai" <chennai.pccit@incometax.gov.in>, "Pr. CCIT Delhi" <delhi.pccit@incometax.gov.in>, "Pr. CCIT Guwahati" <ccit.guwahati@incometax.gov.in>, "Pr. CCIT Hyderabad" <hyderabad.pccit@incometax.gov.in>, "Pr. CCIT Jaipur" <jaipur.pccit@incometax.gov.in>, "Pr. CCIT Kanpur" <kanpur.pccit@incometax.gov.in>, "Pr. CCIT Kochi" <kochi.pccit@incometax.gov.in>, "Pr. CCIT Kolkata" <kolkata.pccit@incometax.gov.in>, "Pr. CCIT Lucknow" <lucknow.pccit@incometax.gov.in>, "Pr. CCIT Mumbai" <mumbai.pccit@incometax.gov.in>, "Pr. CCIT Nagpur" <nagpur.pccit@incometax.gov.in>, "Pr. CCIT Patna" <patna.pccit@incometax.gov.in>, "Pr. CCIT Pune" <pune.pccit@incometax.gov.in>
Cc: Data Base Cell <dbc.cbdt@incometax.gov.in>

Sir/Madam,

Kindly refer to the above-mentioned subject.

In this regard, I am directed to request that it may kindly be ensured that executive profiles of all the officers working in your region are up to date. After the Annual General transfers of IRS Officers of the rank of ACIT/ DCIT, certain instances have come to light where the executive profiles of the officers had not been updated and this resulted in errors creeping into the Transfer & Posting orders.

I am further directed to request that information regarding voluntary retirement, compulsory retirement, reversion, death of any officer, forgoing of promotion etc may kindly be conveyed promptly to the DBC for updation of the Posting Profiles. Information regarding any kind of leave exceeding three months such as Maternity Leave/ Child Care Leave/ Study Leave/ EOL and information about deputation/ long term training may also kindly be furnished without fail to DBC.

I am also directed to request that joining/ relieving of the officers in pursuance of Transfer & Posting orders should be done through www.irsofficeronline.gov.in in all cases, as required by extant instructions.

Further, I am directed to request that all the executive profile correction requests may kindly be sent to database cell forthwith on the official email (dbc.cbdt@incometax.gov.in). Necessary compliance report that all requests for correction of the executive profiles for officers working in your region have been sent to CBBDT may kindly be furnished by 7th July, 2020.

This issues with the approval of Hon'ble Chairman, CBBDT.

Your faithfully,

Rakesh Gupta
CIT(C&S), CBBDT



EXECUTIVE PROFILE CORRECTION REQUEST FORM

To

The Addl. Director of Income Tax
Database Cell of CBDT
Mezzanine Floor, A.R.A. Centre
E-2 Jhandewalan Extn., New Delhi - 110055
FAX: 011 - 23593359
Email: dbc.cbdt@incometax.gov.in

Sub.: Executive profile correction request - regarding

Name		
Date of Birth		
Civil/ CMS Code		
Grade (pl. tick)	CCIT/CIT/Addl.CIT/JCIT/DCIT/ACIT	
Current Post & Place		
CCIT (CCA)		
Current office address		
Phone (Off.)		
Fax		
Cell no.		
Email		
Nature of Correction requested / suggested	Existing Information/ Details appearing in Executive Profile (as of now)	Requested / suggested Correction in Executive Profile

Note 1: All the above fields are mandatory

Note 2: Without necessary certificate(s), this form is liable to be rejected without assigning any reason and correction as requested would not be done

A. Officers' Certificate

The above information / details furnished by me as well as the requested / suggested changes are true and correct.

Signature of Officer

Date

B. DDO's/ AO's Certificate

The above requested / suggested by the Officer is as per the service record(s) of the Officer or as per evidence placed before me.

Signature of DDO/AO

Date

C. Verification & Authentication by Cadre Controlling Authority along with Remarks, if any

The information / details furnished above are true and correct and are verified / authenticated by this office.

Signature of the Nodal Officer
(in the Office of CCIT(CCA))

Date