



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: 05.02.2021

CIRCULAR

Sub: Correction / updation of Executive Profile of IRS officers in all grades (Group A) on irsofficersonline.gov.in – regarding.

Ref: Letter from Data Base Cell, New Delhi in F.No.DBC/AGT 2021/127, dated 27.01.2021.

I am directed to communicate that the process of Annual General Transfer (AGT) – 2021 would be initiated soon by the Board, during which, the Executive Profiles of the officers would play an important role in calculation of their tenure and stay in different regions / stations / posts and in effecting transfers of the officers.

2. In this regard, I am directed to request all Group 'A' officers working in AP & Telangana region to correct / update the profiles in Cadre Management System (CMS) on urgent basis by **10.02.2021**. All the officers are requested to download 'Format for Request for Correction' from Cadre Management System (CMS) of irsofficersonline.gov.in and send the duly filled hard copy after attestation from the DDO to this office so that they can be forwarded to the Data Base Cell. A copy of the letter from Data Base Cell is enclosed herewith for reference.

B. Srinivasa Rao
21/2

(B. SRINIVASA RAO)
Joint Commissioner of Income Tax(OSD)
(Hqrs)(Admn.),
O/o Pr. CCIT, AP & TS, Hyderabad.

Encl: As above

To

All Group-A Officers posted in AP & Telangana region.

भारतसरकार
वित्तमंत्रालय
राजस्वविभाग
केन्द्रीयप्रत्यक्षकरबोर्ड
[ऑफिससंचयप्रकोष्ठ]
ई-२, ए.आर.ए. सेन्टर, झण्डेवालान, नईदिल्ली
e-mail: dbc.cbdt@incometax.gov.in



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES
[DATA BASE CELL]
E-2, ARA CENTRE, JHANDEWALAN, NEW DELHI
Tele: 011-23545993/23593256 Fax: 011-23593359

F.No. DBC/AGT 2021/127

Date: 27/01/2021

To
All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authorities) and
Pr. Director Generals of Income Tax (attached Directorates of the CBDT)

Sub: **Profile Correction/updation in all grades (Group A)-reg.**

Madam/Sir,

I am directed to state that the process of Annual General Transfer (AGT)-2021 will be initiated soon. In this regard the Executive profiles of all Group A officers play an important role for calculating their tenure and stay in various regions/ stations/ posts. It is observed that many officers have not updated their profiles in **Cadre Management System (CMS) of the web portal www.irsofficersonline.gov.in**, which leads to incorrect calculations at the time of AGT leading to errors in transfer/ posting of the officers. Several requests were made to all the officers earlier also from time to time to correct/ update their executive profiles in case there is any deficiency. However, it is observed that many profiles are yet to be corrected/ updated.

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 Database Cell (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.irsofficersonline.gov.in in all cases, as required by extant instructions.

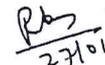
I am also directed to inform that the responsibility of maintaining the correct and updated Executive Profile is on the individual officer as well as the respective CCAs, Any incorrect/wrong entries in the Executive Profile would be viewed adversely by the CBDT against the individual officers as well as the respective CCAs under whose jurisdiction the officer is presently working.

In view of the above, I am directed to request that the officers working in your region/ charge may be instructed to correct/ update their profiles on an urgent basis. The prescribed proforma for requesting correction in executive profile is available inside the CMS tab on the web portal www.irsofficersonline.gov.in. (Kindly refer to the Annexure A). I am directed to request that the profile correction/ updation exercise is completed **latest by 10.02.2021**.

I am further directed to inform that if the profile correction/ updation is not done by the officers by 10.02.2021, It will be assumed that their profiles are correct and the process of AGT 2021 shall be carried out on the basis of executive profiles of officers in the CMS database.

This issues with the approval of the Member (Admn.), CBDT.

Yours faithfully,


27/01/2021

(Rakesh Kumar Suman)
Joint Director of Income Tax
Data Base Cell, CBDT, New Delhi

Encl: As above

ANNEXURE - 'A'

Profile & Cadre Management | x | WhatsApp | Letter on RSA to CCA Regions - x | + | English | IN

isofficersonline.gov.in/CadreGateway.aspx

HOME ABOUT US - FRECCT/DGT ANNIKSE IRS COMMUNITY - MEDIA CENTER UTILITIES - CONTACT US

CENTRAL BOARD OF DIRECT TAXES

Department of Revenue, Ministry of Finance,
Government of India

IMPORTANT LINKS

- Official Communique
- Cadre Management System (CMS)
- IRS officers on deputation
- AGT
- DG Systems Center
- CHILLI
- View Complaints
- IPP
- Letter Manual
- Getting Started module of NISS
- Knowledge Portal

WELCOME ADMIN

VIEW REGISTERED ITOS

LOGOUT >

CADRE MANAGEMENT SYSTEM (CMS)

Login to CMS

Login to edit, update, create executive profile of IRS officers and to create or view Cadre Management Reports.
Your Login will enable different levels of access
This Id is for the use of Officers, Cadre Controlling Authority and CBOI.

VIEW PUBLIC PROFILE BY CIVIL CODE

Enter Civil Code **View Profile**

SEARCH PUBLIC PROFILE

Civil Code

Name:

Start Batch

Year

End Batch

Year

Rank

Status:

Location

Search **Reset**

PROGRAMA FOR NEW PROFILE & CORRECTION REQUEST

FORMAT FOR REQUEST FOR CREATION/Modify Appointed/Promoted ACTs

REPORT

VIEW REGISTERED ITOS

LOGOUT >

Type here to search

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