

F.No.A-32011/2/2007-Ad.VI
Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes

New Delhi, dated the 23rd November, 2011

To

All the Chief commissioners of Income –tax (CCAs)/
Director Generals of the attached Directorates of the CBDT.

**Subject: Officers in the consideration zone for promotion to the
grade of Commissioner of Income Tax-regarding.**

Madam/Sir,

I am directed to say that officers as per the enclosed list are in the consideration zone for promotion to the grade of Commissioner of Income Tax.

2. You are therefore requested to collect and forward the necessary particulars regarding options for transfer/posting from each of these officers for use by the Board. Three options for CCA region should be indicated in the order of preference. The options should be filled online through Cadre management System(CMS) being operational through our website www.irsofficersonline.gov.in. The utility for online options is open for the aforesaid officers, which may be used with the help of username and password. A flowchart for the help of CMS users is enclosed. After filling the online options, it may be downloaded and print out be taken. The signed copy of the print out should be forwarded to the Database Cell through proper channel.

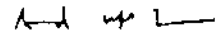
3. In case of any difficulties, the Cadre Controlling Authorities may fill up online options of the officer/s of their region with the help of their administrative username and password. The officer/s are advised to approach the concerned CCIT(CCAs) office for any help.

4. It is requested that out of the three options, one shall have to be necessarily for Kolkata, NER, Kochi and Tamilnadu, being deficient regions.

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5. The CCIT(CCAs) will approve the options submitted by the officers online. After approval, the hard copies of the consolidated options pertaining to the CCIT regions should be forwarded to the Database cell.
6. It is also requested that the Officers (as per enclosed list) who are on deputation may kindly convey their willingness through the concerned administration of the borrowing organization on whether they are reverting back to the Cadre to avail their promotion in the grade of CIT.
7. The online options should be submitted by the officers' latest by 01.12.2011 and online approvals by the CCAs by 02.12.2011. The hard copies of the options should reach to the database cell latest by 09.12.2011. by courier/speed post or special messenger.

Yours faithfully



(Anand Upadhyay)

Under secretary to the Government of India

Tel: 23092887

Copy to – Addl. DIT, Data Base Cell for information.

Annexure

Sl. No.	Name of the Officer/(Code No.) (S/Shri/Smt/Ms)
1.	Samuel Darse (89115)
2.	Sahota Gurcharnjit Singh (87086)
3.	Omi Prakash Meena (88107)
4.	Ravindra Singh Rawal (89116)
5.	Sandeep Kumar (89117)
6.	Balwan (89119)
7.	Oboy Athikho Mao (89120)
8.	Langsun Doukhosai Mate (89121)
9.	Ram Lal Meena (89124)
10.	Lallu Ram Meena (89125)
11.	Dhirender Kumar Mishra (90001)
12.	Narender Kumar Chand (90002)
13.	Ankur Garg (90003)
14.	Sayed Nasir Ali (90004)
15.	M. Anil Kumar (90005)
16.	Arneja Ravjit Singh (90006)
17.	Mona Singh (90007)
18.	Lakshman Kumar Agarwal (90008)
19.	Rupinder Barar (90009)
20.	Ajeet Kumar Jain (90010)
21.	Mohd. Usman (90011)
22.	Shikha Darbari (Dr.) (90012)
23.	Monica Bhatia (90013)
24.	Prafulla Kumar Prusty (90014)

25.	Sasmita Misra (90015)
26.	Dabjyoti Das (90016)
27.	Aparna Mohania (90017)
28.	Kumar Sanjay (90018)
29.	Surbhi Varma Garg (90019)
30.	Madnesh Kr. Mishra (90020)
31.	Suman Sharma (90021)
32.	Enjeti Sri Nagendra Prasad (90022)
33.	Sanjay Kumar Sah (90023)
34.	Chandana Ramachandran (90024)
35.	J. Krishna Kishore (90025)
36.	Amal Pusp (90026)
37.	Ajay Goyal (90027)
38.	Amitav (90028)
39.	Prasenjit Singh (90029)
40.	Shrikant Kumar Ambastha(90030)
41.	Pramod Kr. Bajaj (Capt.)(90031)
42.	Vijay Verma (90032)
43.	S. Balasubramanian (90033)
44.	Vimalendu Verma (90034)
45.	Kavita Pandey (90035)
46.	Amit Mohan Govil (90036)
47.	Jai Raj Kumar (87039)
48.	Nitya Nand Thakur (88049)
49.	Krishna Mohan Dixit (89006)
50.	Jayant Kumar (89074)
51.	Peeyush Jain (90037)

52.	Adrash Kumar Modi (90038)
53.	Rajeshwar Yadav (90039)
54.	Sibendu Moharana (90040)
55.	Sulekha Verma (90041)
56.	Debashish Chanda (90042)
57.	Lalit K. Singh Dehiya (90043)
58.	Anita Sinha (90044)
59.	Ashok kumar Saroha (90045)
60.	Anand Rajeshwar Baiwar (90046)
61.	Asit Kumar Mohapatra (90048)
62.	Anand Jha (90049)
63.	Anil Kumar Singh (90052)
64.	Asit Singh (90053)
65.	Sunil Bajpai (90054)
66.	Sanjay (90055)
67.	Ram Bilas Mishra (90056)
68.	Parneet Suri (90057)
69.	Pawan Kumar (90058)
70.	Mithilesh Kumar Jha (90061)
71.	Sanjay Shivam (90062)
72.	Anadi Nath Mishra (90063)
73.	Alok Kumar (90065)
74.	Ruchika Chaudhry (90066)
75.	Satyendra Kr. Mishra (90067)
76.	Bhupender Kumar Gupta (90068)
77.	Shantanu Dhamija (90069)
78.	Damodar Prasad Gupta (90070)

79.	Pratima Kaushik (90071)
80.	Mukesh Verma (90072)
81.	Aparna Mittal (90074)
82.	Pradhan Sandip Mukundro (90075)
83.	Sushma Singh (90077)
84.	Sanchita Srivastava (90078)
85.	Ashok K. Jha (90079)
86.	Farhat Hussain Qureshi (90082)
87.	Adhir Jha (90083)
88.	Shashi Bhushan Prasad (90084)
89.	Joe Sebastian (90085)
90.	Narender Kumar (90086)
91.	Amitabh Shukla (90087)
92.	Mahesh Kr. Jhunjhunwala (90088)
93.	Vijay Kumar (90089)
94.	G.T. Venkateshwar (90090)
95.	Sanjay Prasad (90091)
96.	Syed Mohammad Jawad Abidi (90092)
97.	Shantam Bose (90093)
98.	Vismita Tej (90094)
99.	Reema Hota Singh (90095)
100.	Kamlesh Chandra Varshney (90096)
101.	Manoj Pal Singh (90097)
102.	Devinder S. Kalayan (90098)
103.	Vudiga Madhu Vani (90099)
104.	Laxman Singh (90100)
105.	Mdhen Nathabhai Maurya (90101)

106.	Ramesh Chander (90102)
107.	Abhijeet Kr. Nabkhadh (90103)
108.	Nivedita Biswas (90104)
109.	Rajpal Singh (90570)
110.	Dirisam Sudhakar Rao (90105)
111.	G.M. Doss (90107)

CADRE MANAGEMENT SYSTEM USER MANUAL – INDIVIDUAL OFFICER

(Steps to fill up online option forms)

- Step-1: Please open the website- www.irsofficersonline.org.gov.in.
- Step-2: Please click on 'Profile and Cadre Management Gateway' tab appearing on left as well as right hand side of the Homepage.
- Step-3: Please click on 'login to CMS' tab appearing on 'Profile and Cadre Management Gateway' page.
- Step-4: Please enter your Username & Password in the fields appearing as under;

Submit Button: This button can be used to login as the Individual officer. If the username or password is not correct it will return back to the same screen.



Enter Username and Password and click on submit.

Username: _____

Password: _____

Forgot Password?



Step-5: The Individual Officers (IO) Dashboard will be visible on the screen. After Logging as a IO, this dashboard will show all the links that needs to be visible for a IO. On the dashboard, IO user can get the links to view/edit/print/save his/her profile. IO user would be able to see profiles of the officers. Also they can change the password.

- Please click on Option Forms
- Please fill the form and click SUBMIT
- After submission, please click on 'download' button appearing on the form submitted by you, save it in your computer and take print out.
- Please sign the print out and submit to your controlling officer.

Transfer Option Form AGT - 2011

Adm
Option
Requesting

for
transfer

Yes ☒

Option

Ahmedabad (CCA Gujarat) ☒ ↓ Choose any one region as preference 1

Region 1:

Please type specific choice of posting, if any

Option

Bangalore (CCA Karantaka) ☒ ↓ Choose any one region as preference 2

Region 2:

Please type specific choice of posting, if any

Option

Bhopal (CCA MP & Chhatis) ☒ ↓ Choose any one region as preference 3

Region 3:

Please type specific choice of posting, if any

Reason

Reason

Sub-class

Remarks

☒ Working
spouse

☒ IT Dept.
☐ State Govt.
☐ Central Govt.

Fill up, if any, spouse grounds

☒ Medical
grounds

☒ Self
☐ Spouse
☐ Children

Fill up, if any, medical ground

☒ Education
of
children

☒ Class X
☐ Class XII
☐ Other Classes

Fill up, if any, educational grounds

☒ Others
(please
specify)

Click the button

After submitting, download Option form in the format
as page (3/3). Put signature and send it properly.

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Transfer Option Form AGT – 2010

Civil Code	
Name	
Rank	
CCA	
Req. trns.?	
Option 1	
Option 2	
Option 3	
Option Reason	
Specification	

Post Description

Station

Signature

Date

3/3