



भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, MUMBAI
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F.No. Pr. CCIT/Mum/ Estt./Deputation/2023-24

Dated : 30 .11.2023

To,

All Chief Commissioners of Income Tax/Director General of Income Tax(Inv.), Mumbai,
All Pr. Commissioners of Income Tax /Pr. Directors of Income Tax, Mumbai,
All Commissioners of Income Tax, Mumbai
ITGOA, ITEF, Mumbai.

Sir/Madam,

Sub: Deputation guidelines for Group 'B' officers and Group 'C' officials of Mumbai region –reg.

Please refer to the above.

2. I am directed to enclose herewith the copy of draft deputation guidelines proposed to be followed for Group 'B' officers and Group 'C' officials of Mumbai region. These guidelines have been published on the Income Tax Department website for wider circulation and also for inviting comments on the same, if any.

3. I am directed to request that such comments may be forwarded to the office of the undersigned latest by 15th December,2023 for consideration.

Yours faithfully,

(DR. SAURABH DESHPANDE)

Addl. Commissioner of Income-Tax (HQ)
Administration, Mumbai

Encl : As above.

**DEPUTATION GUIDELINES FOR GROUP 'B' OFFICERS AND GROUP 'C'
OFFICIALS OF MUMBAI REGION**

1. Introduction:

These guidelines are being issued to streamline and to bring transparency in deputation as precursor to an efficient Manpower Management System. These guidelines will apply to deputation of Gazetted Group 'B' officers and Group 'C' officials of Mumbai region with immediate effect and until further orders.

2. Procedure & Policy for deputation application:

(A) Policy

- (i) The officers/officials who have not completed 5 years service in the department shall not be sent on deputation.
- (ii) No replacement shall ordinarily be granted until subsequent Annual General Transfer orders are passed, in case the officer/official goes on deputation.
- (iii) The application of officers/officials, shall be considered only on completion of mandatory 'cooling off' period of three years after every period of deputation.
- (iv) In case working strength is below 80% for Group 'B' Officer and other Group 'C' officials in any charge, the application for deputation shall not be forwarded.
- (v) Ordinarily not more than 4 (four) deputation applications of an employee shall be forwarded to PCCIT, Mumbai in one financial year. In their recommendation, the controlling authority shall also mention how many deputation applications have been forwarded with respect to the official concerned in a financial year.
- (vi) The officer/official should not have dealt with the borrowing organization in the last five years.
- (vii) There should be no Disciplinary proceeding or judicial proceedings ongoing against the officer/official applying for deputation. In case of any complaint received against the officer/official, the deputation application will not be considered.
- (viii) The Pr.CCIT, Mumbai shall be the final authority to decide the merits of the case and to consider the application and the competent authority to relax any of the guidelines herein above keeping in view the organizational interest.

BY
30/11/23

(B) Procedure:

- (i) The officer/official applying for deputation against a particular post shall submit the application in the prescribed format through proper channel and well within the due date in the O/o Pr. CCIT, Mumbai.
- (ii) The application should bring out how organizational interest and individual prospects are served by proceeding on deputation.
- (iii) The concerned HOD who forwards the said application shall duly certify/offer comments on the how organizational interest is served by sending the official on deputation and give specific recommendation whether the officer/official should be sent on deputation.

B.P. 30/11/23