



भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, MUMBAI
3rd Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai - 20.
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F.No. Pr. CCIT/Mum/ Frwd/apples./2023-24/ 726

Dated : 05. 12.2023

To

All Chief Commissioners of Income Tax/Director General of Income Tax (Inv),
All Pr. Commissioners of Income Tax, All Commissioners of Income Tax,
All Addl/ Jt. Commissioners of Income Tax,
Mumbai.

Sub: Guidelines for forwarding of various applications of officers/officials in the charge of Pr. CCIT, Mumbai- reg

Kindly refer to the above subject.

2. The office of the Pr. CCIT, Mumbai receives numerous applications related to nomination for domestic and international training, permission to pursue higher studies, nomination to attend seminars or trainings, vigilance clearances for obtaining passport and foreign travel, applications for availing various kinds of leaves including study leave, extraordinary leave, Child-care leave, Earned leave, application for VRS under Fundamental Rules and Supplementary Rules (FR & SR), applications under various CCS Conduct Rules and other miscellaneous applications from officers/ officials. It is observed that in most of the cases, the applications/ nominations are forwarded without any endorsement/ recommendations by the respective controlling and supervisory authorities. Further, the applications are received close to the due date or at the fag-end of the prescribed time for submission. This leaves the office of Pr. Chief Commissioner of Income Tax, Mumbai with very little time to process such applications/ nominations.

3. Therefore, in order to maintain administrative efficiency and to ensure a streamlined workflow, it is hereby requested that all the applications/nominations should be forwarded with appropriate and specific recommendations by controlling and supervisory officers and well within the last date of submission, preferably 14 days before the due date. Non.-adherence to these guidelines may entail return of the application/nominations.



4. This issues with the approval of Pr. Chief Commissioner of Income Tax, Mumbai.



(DR. SAURABI DESHPANDE)

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

