



प्रधान मुख्य आयकर आयुक्त का कार्यालय, कर्नाटक एवं गोवा क्षेत्र, बेंगलूरु.
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
KARNATAKA & GOA REGION, BENGALURU.**

केंद्रीय राजस्व भवन, नं : 1, क्वींस रोड, बेंगलूरु - 560 001.

Central Revenue Building, No.1, Queen's Road, Bengaluru - 560 001.

टेली / Telephone : 080-2286 4273 फैक्स / Fax : 080-2286 6659

F.No. 246/2020-21/Pr.CCIT

Dated : 01/02/2021

To,

All Group "A" Officers in
Karnataka & Goa Region.

Sir/Madam,

Sub : Profile Correction/updation in all grades (Group-A) -
regarding

I am directed to forward herewith a copy of letter in F.No. DBC/AGT 2021/127 dated 27/01/2021 received from the Data Base Cell, CBDT, New Delhi on the subject cited above for necessary compliance. The matter may be treated as most urgent.

Yours faithfully,



01.02.2021

(MADHU N.T)

Deputy Commissioner of Income Tax (HQ)(Admn.)
for Pr. Chief Commissioner of Income Tax,
Karnataka and Goa Region, Bengaluru.

Encl:- as above.

Copy to : The Web-Manager for uploading on departmental website.

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



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES
[DATABASE 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

DC Admin
This needs to be
circulated
take n.a. immdly
Kam

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,

170 (Personal)
for immediate
circulation

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.

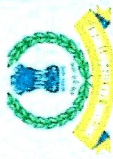
This issues with the approval of the Member (Admn.), CBDT.

Yours faithfully,

RKS
27/01/2021

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

Encl: As above



CENTRAL BOARD OF DIRECT TAXES

Department of Revenue, Ministry of Finance,
Government of India

ABOUT US - PR/CCT/DGIT/ANNEXE IRS COMMUNITY - MEDIA CENTER UTILITIES - CONTACT US

Site To Main Content

IMPORTANT LINKS

- Official Communication
- Cadre Management System (CMS)
- IRS officers on deputation
- AGT
- IRS Systems Corner
- Civil List
- View Compliance
- JPR
- User Manual
- "Getting Started" module of NIRS
- Knowledge Portal

CADRE MANAGEMENT SYSTEM (CMS)

Quick Links

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 for the use of Officers, Cadre Controlling Authority and CSDT.

VIEW PUBLIC PROFILE BY CIVIL CODE

Enter Civil Code

SEARCH PUBLIC PROFILE

Civil Code

Name :

Start Batch

Rank

Year

End Batch

Year

Location

-- Select --

-- Select --

Status :

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PROFORMA FOR NEW PROFILE & CORRECTION REQUEST

- FORMAT FOR REQUEST FOR CREATION Newly Appointed Promoted ACITs
- FORMAT FOR REQUEST FOR CORRECTION REPORT

WELCOME ADMIN

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VIEW REGISTERED ITO'S

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