



भारत सरकार / Govt. of India  
आयकर विभाग / Income Tax Department  
कार्यालय प्रधान मुख्य आयकर आयुक्त; उ. प. क्षेत्र, आयकर भवन, सेक्टर-17-ई, चण्डीगढ़  
Office of the Pr. Chief Commissioner of Income Tax (NWR), Aayakar Bhawan,  
Sector-17-E, Chandigarh. Tel./Fax- 0172-2544244/2544626  
Email: chandigarh.dcit.hq.admin@incometax.gov.in

F.No.Pr.CCIT/NWR/CB-II&III/153/2024-25/ 81

Dated : 10/04/2024

To,  
The Chief Commissioner of Income Tax, Amritsar/Panchkula/  
Ludhiana/Shimla.  
The Director General of Income Tax (Inv.), Chandigarh,  
All the Pr. Commissioners/Directors of Income Tax, North West Region,  
All the Commissioners/Directors of Income Tax, North West Region,  
The Addl. Director General of Income Tax, DTRTI, Chandigarh,  
The Addl. CIT (International Taxation), Chandigarh.

Sir/Madam,

**Sub: Annual General Transfer 2024 - Online submission of Representation for Transfer & Posting in the cadre of Group "B" (Gazetted) Officers, Group "B" (Non Gazetted) and Group "C" Officials - regarding.**

Kindly refer to the subject cited above.

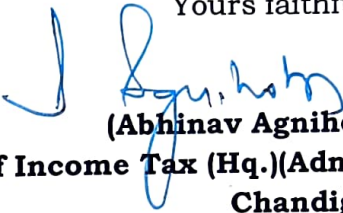
2. In this regard, I am directed to request you to inform all the officer(s)/official(s) posted under your charge that the last date for online submission of the transfer requests/representation for AGT 2024 has been extended till **14.04.2024 (06:00PM) after which the option window shall be closed.** It may please be noted that no hard copy will be entertained in this regard. Further, all the HODs are requested to note that the last date of certification/authentication of Online Representations of the Officer(s)/Official(s) posted in their charge is also extended till **16.04.2024 (06:00 PM).**

3. It is hereby reiterated that in case of no representation or incomplete representation, the decision regarding transfer and posting of the officer(s)/official(s) will be taken as per administrative exigencies and data/record available in this office.

4. Further, the window to upload employee proforma for profile correction/modification in **"Profile Correction/Verification module"** on the official website **shall remain functional only till 10.04.2024.**

This issues with the approval of the Competent Authority.

Yours faithfully,



**(Abhinav Agnihotri)**

**Dy. Commissioner of Income Tax (Hq.)(Admn.),  
Chandigarh**