



आयकर निदेशालय (पध्दति)  
DIRECTORATE OF INCOME TAX (SYSTEMS)  
ए. आर. ए. सेंटर, भूमि तल, ई-2 झंडेवालान,  
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,  
नई दिल्ली / New Delhi-110055

F. No. DGIT (S)/Admin./SS, 2019/2023-24 7720

Dated: 26.03.2024

To,

**All the Principal Chief Commissioner of Income Tax,  
All the Pr. Directors General of Income Tax/Directors Generals  
of Income Tax (Attached Directorates)**

Sir/Madam,

[Kind Attention: CIT(Admn & TPS)/CIT in-charge of Admn.]

**Sub: Calling for willingness of ITOs and ITIs for posting in the Directorate of Income Tax Systems at Delhi station under the "Staffing Scheme for All the Modules of Directorate of Income Tax (Systems) including CPC, 2019"-regarding**

Kindly refer to the above cited subject.

2. Deployment at the level of ITOs and ITIs is to be made in the Directorate of Income Tax(Systems) **at Delhi** under "Staffing Scheme for All the Modules of Directorate of Income Tax (Systems) including CPC, 2019" circulated vide letter F.No.CPC-TDS/CPC-Staffing Scheme/2018-19/352 dated 15.04.2019 by the DIT (HRD).
3. In this connection, the undersigned is directed to request that application from qualified willing Officers/Officials in the rank of ITOs and ITIs posted in your Region/Directorate may kindly be forwarded to the Directorate within 15 days of issue of this letter.
4. Keeping in view, the specific requirement of the Directorate, application of candidates having below mentioned qualification will only be considered.
  - (i) Officers and officials having minimum education qualification of B.E./B. Tech in any stream with the minimum course duration of 4 years.
  - (ii) Age of the applicant should be 45 yrs or below as on 01.04.2024.
  - (iii) Applications received only through proper channel i.e. through the Pr. CCsIT concerned will be considered.

- (iv) The applicants found to be eligible candidates as per the above criteria will be required to undertake an objective type aptitude test to evaluate their knowledge in the field of Information Technology. The examination/ test will be held at the Pr. CCsIT stations details of which shall be conveyed later.
- (v) Preference will be given to applicants having experience of working in other agencies like ED, CBI, FIU etc.

4. Applications may be sent through proper channel in attached proforma (copy enclosed as Annexure-A & B) to the O/o DGIT(Systems), Delhi, ARA Centre, Ground Floor, E-2, Jhandewalan Extension, New Delhi-110055 and softcopy of the same may kindly be emailed to [ddit.admnhq1@incometax.gov.in](mailto:ddit.admnhq1@incometax.gov.in). Applications not in the prescribed proforma and/or not received through proper channel will not be considered.

5. This issues with the prior approval of the Competent Authority.

**Encl.:** As above.

Yours faithfully,

*3114121*

*26/03/24*

(Akash Barnwal)

DDIT(S)(Hqrs.)(Admn.)-1

O/o DGIT(S), New Delhi

Copy to: Data Base Cell with a request to upload the letter on the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in).

DDIT(S)(Hqrs.)(Admn.)-1

O/o DGIT(S), New Delhi

**INCOME TAX DEPARTMENT  
(GOVERNMENT OF INDIA)  
APPLICATION FORM FOR POSTING TO DIRECTORATE OF INCOME TAX  
(SYSTEMS) AT DELHI**

1.	Name of the Employee (In Block Letters)	
2.	Designation	
3.(i)	Date of Birth	
3(ii)	Age as on date of application	
4.	Employee ID No.	
5.(i)	Educational Qualification	
5.(ii)	Work Experience highlighting experience of working in other agencies like ED, CBI, FIU etc	
6.	Present place of Posting (and date from when posted) (Circle/Range/CIT Charge)	
7.	Date of Appointment	
8.	Date of confirmation	
9.	Date of Joining in present cadre	
10.	Computer related work done in the Department so far:	
11.	Reason for applying to join the Systems Directorate	
12.	Preference for Place of Posting: Delhi/Bengaluru	

I hereby declared that the particulars furnished by me are true to the best of my knowledge and I have read and understood the particulars of the Staffing Scheme for all modules of DIT(S). I request that I may be considered for posting to DIT (Systems) under the Staffing Scheme for all modules of DIT(S) at Delhi.

Date:

Place:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Circle/Range \_\_\_\_\_

**Annexure-B**

**INCOME TAX DEPARTMENT  
(GOVERNMENT OF INDIA)  
COMMENT OF THE CADRE CONTROLLING AUTHORITY**

An application of Smt. / Sh. \_\_\_\_\_ designation \_\_\_\_\_ for posting to Directorate of Income Tax (Systems) at Delhi under the Staffing Scheme for all module of DIT(S) vide HRD notification dated 15.04.2019 has been scrutinized by me and I am satisfied with the correctness of information given by the officer in her/his application. Following additional information is provided as under:

1.	Whether the officer/official is eligible for applying under the staffing scheme in accordance with the criteria specified in the letter dated ..... of the DIT(S).	Yes/No
2.	Whether the officer is involved in Loss/Fraud/Vigilance/Criminal case	Yes/No
3.	Whether any disc. Proceeding in pending/contemplated against the officer	Yes/No
4.	Whether any charge sheet is pending	Yes/No
5.	Whether on suspension	Yes/No
6.	Whether sanctioned for prosecution issued	Yes/No
7.	Whether any penalty imposed	Yes/No
8.	Whether the transfer is recommended	Yes/No
9.	Whether the officer can be spared without Substitute	Yes/No

Place:

Date:

(Signature of the Competent Authority)

(With Seal)