

भारतसरकार  
वित्तमंत्रालय  
राजस्वविभाग  
केन्द्रीयप्रत्यक्षकरबोर्ड  
[आंकड़ासंचयप्रकोष्ठ]  
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GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
CENTRAL BOARD OF DIRECT TAXES  
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Tele: 011-23545993/23593256 Fax: 011-23593359

F.No. DBC/Civil List/2024/242

Dated: 11.03.2024

To

All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authorities),  
Pr. Director General of Income Tax (Admin & TPS)  
Pr. Director General of Income Tax (HRD)  
Pr. Director General of Income Tax (Training), Delhi  
Pr. Chief Commissioner of Income Tax (NFAC),  
Pr. Chief Commissioner of Income Tax (NaFAC),  
Director General of Income Tax (Vigilance),  
Director General of Income Tax (L&R),  
Director General of Income Tax (Systems), Delhi &  
Director General of Income Tax (Systems), Bengaluru.

Madam/Sir,

**Sub: Civil List 2024 - Photo upload and Profile updation on [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) in all grades (Group A) – reg.**

I am directed to state that the preparation for updated Civil List of IRS Officers is being carried out by the Directorate of HRD. The Civil List shall inter-alia reflect the following:

- i. Name
- ii. Civil Code
- iii. Date of Birth
- iv. Education Qualifications
- v. Details of Deputation, etc.

2. Accordingly, it needs to be ensured that the profiles of all the officers are updated. Further, the proposed Civil List is to be issued with photos of the individual officers. At present, only 429 officers have uploaded their profile picture.

3. In this regard, I am directed to request you that the individual officers may be asked to upload their profile photo (and any other personal details) on [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in). The path to upload the individual photo is given in **Annexure 'A'** of this letter. It is requested that the individual officers should update their profiles and photos by 20<sup>th</sup> March, 2024.

4. Accordingly, I am directed to request all the nodal officers of Pr. CCsIT (CCA), under the supervision of the CIT (Admin & TPS) of the region to dispose of all pending profile correction requests received from officers posted in their region by 20<sup>th</sup> March, 2024. While

updating/editing of the profile, the nodal officers should verify the service records/other supporting documents furnished by the officers. The count of pending requests at the end of nodal officers of Pr. CCsIT (CCA) is enclosed as **Annexure 'B'**.

5. Further, it is reiterated that **the responsibility of maintaining the correct and updated Executive Profile is on the individual officer.**

This issues with the approval of the competent authority.

Yours faithfully,

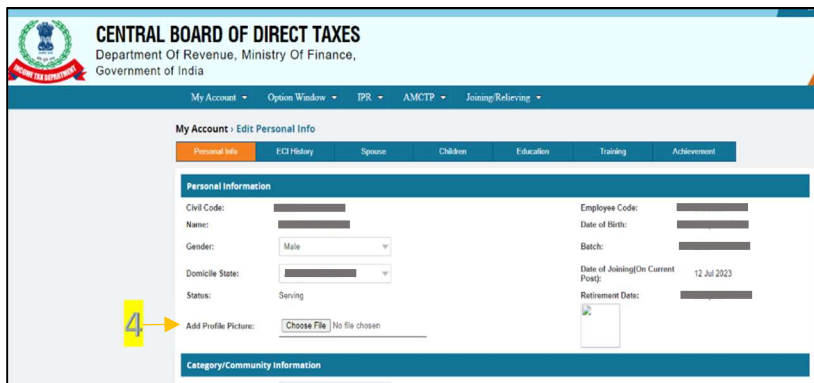
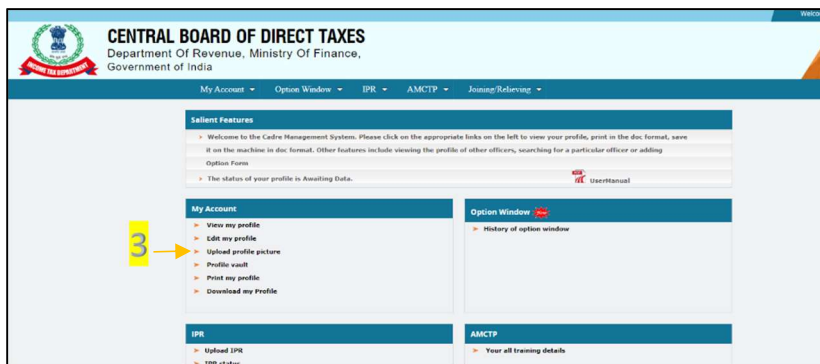
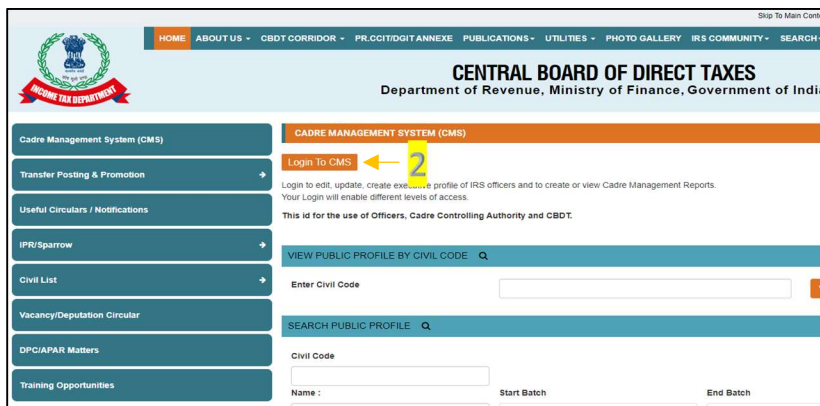
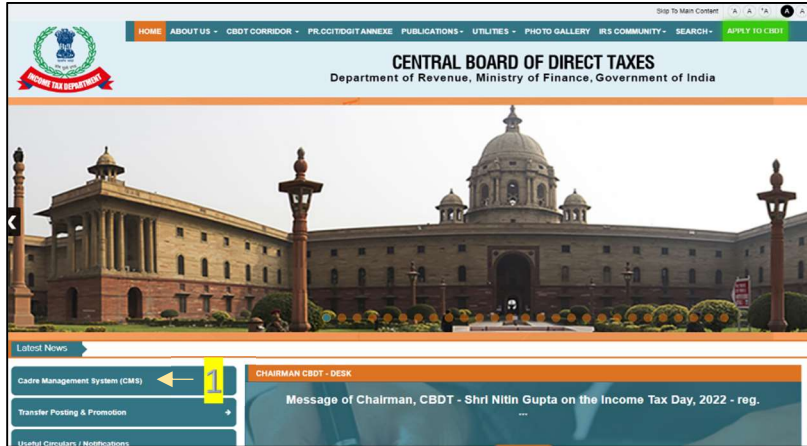


**(Naveed Trumboo)**

Joint Director of Income Tax  
Data Base Cell, CBDT  
New Delhi

**Encl. As stated above.**

## Annexure A (Profile Photo Upload Path)



**Annexure B (Pending Profile Requests at CCA Nodal Level)**

<b>Region</b>	<b>Pending Child</b>	<b>Pending Spouse</b>	<b>Pending Educations</b>	<b>Pending Trainings</b>	<b>Pending Achievements</b>	<b>Post Pending</b>	<b>Address and etc pending</b>	<b>Total</b>
NWR	0	0	0	2	0	6	10	18
Andhra Pradesh	2	0	1	3	2	0	2	10
Gujarat	16	6	16	22	20	0	44	124
Ner	11	0	0	1	5	0	18	35
Nagpur	0	0	0	0	0	0	2	2
NADT Nagpur	5	0	1	2	1	1	3	13
Karnataka & Goa	30	2	13	19	10	30	45	149
Mumbai	18	3	5	6	11	2	90	135
Pune	0	0	0	0	0	0	2	2
Rajasthan	9	0	8	12	6	0	51	86
Delhi	45	1	21	37	22	21	273	420
Kerala	2	0	0	0	2	0	7	11
UP (West)	0	0	0	0	0	0	0	0
Odisha	0	0	0	0	0	0	0	0
Tamil Nadu	0	0	0	0	0	3	0	3
MP & Chhattisgarh	7	0	5	7	3	0	45	67
UP (East)	13	0	2	3	3	0	12	33
Bihar & Jharkhand	8	0	9	24	2	0	6	49
West Bengal & Sikkim	28	1	9	9	13	0	97	157