

**TRANSFER POLICY FOR GROUP B (NON-GAZETTED) AND  
GROUP C OFFICIALS OF INCOME-TAX DEPARTMENT IN  
KARNATAKA AND GOA REGION - 2021**

1. **GENERAL:** This transfer policy shall take effect from AGT, 2021 and would be applicable for all the Group B (Non-Gazetted) and Group C Officials in the Cadre Controlling Region of Principal Chief Commissioner of Income-tax, Karnataka and Goa Region, Bengaluru.

2. **Stay Basis:** Inspectors of Income-tax, Office Superintendents, Senior Tax Assistants and Stenographer Gr.I will be liable for transfer at the commencement of next financial year after a continuous stay at a station mentioned below:

Maximum continuous stay	Stations
8 Years	Bangalore
6 years	Hubli, Mysore, Gulbarga, Davanagere, Mangalore, Belgaum, Tumkur, Bellary, Panaji and Margao
5 Years	All Stations other than listed above

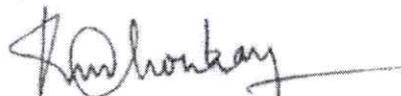
The transfers will be effected on **station seniority basis**. For counting continuous stay, service in a lower grade shall also be taken into account.

3. On promotion, a person will normally be transferred from the place he is working to another place. However, if a vacancy in the grade or cadre to which the person is promoted is available at the same station, he will be posted against the vacancy, as far as possible, subject to administrative constraints and exigencies of the service. If the promotion comes in the middle of the year, the official will be retained in his present place of posting until next annual general transfer unless the official finds it convenient to be transferred immediately and provided there is a vacancy in the grade or cadre to which the person is promoted at the same station.

4. There will be no routine transfer of Group C officials up to the level of Tax Assistant and Stenographer Gr.II from place to place unless it is a request transfer. However, this is subject to administrative constraints and exigencies of the service.

5. **Request basis:**

(i) **Unpopular / Hardship places:** Goa (Panaji and Margao), Gulbarga, Raichur and Yadgir will be called unpopular / hardship places. Officials posted to these places will be eligible to be transferred to their place of choice on request basis after completion of 1 year stay (minimum 206 working days),(2 years in case of direct recruits). In case of officials who are settled in Goa and are transferred out of Goa, they will be eligible for re-transfer to Goa, on request basis, after completion of 1 year stay (minimum of 206 working days) in the station of their transfer.



(ii) **Satellite Stations:** Stations which are up to 100 kms. from each other are earmarked as Satellite Stations. Officials transferred from and to such Stations will be eligible for consideration for retransfer to the respective station on request basis only on completion of 3 years of continuous stay in the said station.

(iii) **Other Stations:** Officials transferred to stations which are beyond 100 kms. i.e. other than satellite stations will be eligible for consideration for transfer on request basis on completion of 2 years of continuous stay in that station.

The request of the officials in all the above categories will be considered subject to availability of vacancies in place of their choice.

**6. Rotation:** Rotation of staff between Category-1 and Category-2 in a particular place will be done once in 3 years. In the case of officials who are working in headquarters or in administration, this may be relaxed when it is considered absolutely essential in the interest of administration.

For the purpose of transfer on rotation, the offices are classified as under:

**Category-1:** All Administrative Offices (Pr. CCIT, CCsIT, PCsIT, PDsIT, CsIT/DsIT etc.), Judicial, ReFAC(AU)/(VU)/(RU), Audit, DTRTI, MSTU, CPC, Salary Range, DRP, APA, ITAT, I & CI, and Faceless Appeal Units.

**Category-2:** Jurisdictional Offices (except Salary Range), TDS, Exemptions, International Taxation, Special Range, Transfer Pricing, Central Circle, O/o CIT(Appeals)-11&12, Bengaluru, O/o CIT(Appeals)-2, Panaji, Investigation Wing, BPU and FAIU etc.

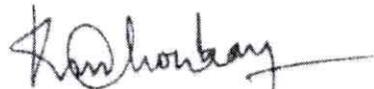
7. Officials who have completed 57 years of age as on 1<sup>st</sup> April of the relevant transfer year will not normally be transferred. In case, such officials request for transfer to a particular place, their request will be considered, as far as possible.

8. Officials due to retire within 6 months from the end of the month in which the order is to be released will not be transferred from the current office or place of posting (either in Bangalore or at any Mofussil places) keeping in view the processing of their pension papers. Also in such cases where transfer is requested, it will be considered subject to administrative feasibility.

9. An official may be transferred from one place to another on administrative grounds viz., where there are numerous complaints against him and there is some reason to believe that the complaints were justified or where exigencies of service require his posting to another place.

10. In case of working couples, if the spouse of an official is working outside the Department, posting in the same station as the spouse will be allowed if he/she is otherwise eligible and subject to availability of vacancies in that station.

11. In case where the spouse is also an official of the Department, both the officials will be posted to the same station, if they are otherwise eligible and subject to availability of vacancies in their cadre in that station.



The guidelines at 10 & 11 above will also be subject to the condition that no administrative problems are expected to result as a consequence.

**12. Posting on Compassionate grounds:**

(i) In case, an official seeks a posting to a particular station/retention on medical grounds for himself or his family, the same will be considered in relaxation of the above cited guidelines, depending on the merits of the individual cases.

(ii) In case, officials find it convenient to seek a transfer a year earlier than he/she would be liable under the guidelines, for children's education or other reasons, he/she should mention it in the proforma and the request will be considered on merit to the extent possible.

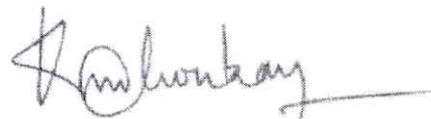
(iii) In case of single parent, extension of retention at a particular station beyond the maximum stay will be considered for one more year on request of the official.

13. Officials who are not due for transfer as per transfer guidelines but prefer change from present station without reference to their period of stay are also eligible to be considered for transfer to their place of choice subject to administrative feasibility. However no travelling allowance and joining time is admissible in respect of such officials who have not completed minimum period of 2 years stay at their present place of posting.

14. The new recruits shall be posted at first only to deficit Mofussil places to reduce the burden of transfers of the existing officials. On promotion or on any other grounds stipulated in existing transfer guidelines, if the official intends for retention for one more year even after the completion on stay basis at hardship places, such official may be retained for one more year subject to administrative feasibility.

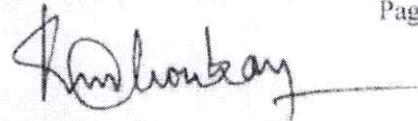
15. Subject to availability of vacancies, two Principal Officer Bearers viz., President, Secretary or Treasurer of ITEF will be allowed to continue at the Headquarters of the Association/Federation till the next general transfers.

16. Attention of all officials is invited to Rule 20 of CCS (Conduct) Rules under which no Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government.



**Satellite Stations**

A (Station)	B (Satellite Station & Distance in Kms)
Bangalore	Kolar (68)
	Mandya (94)
	Tumkur (66)
	Ramanagar (55)
	Chickbalapur (60)
Kolar	Bangalore (68)
Ramanagar	Bangalore (55)
	Mandya (39)
	Mysore (85)
Chickbalapur	Bangalore (60)
Mysore	Chamarajnagar (60)
	Mandya (45)
	Ramanagar (85)
Chamarajnagar	Mysore (60)
	Mandya (~ 100)
Mandya	Mysore (45)
	Bangalore (94)
	Chamarajanagar (~ 100)
	Ramanagar (39)
Hassan	Chickmagalur (58)
	Tiptur (47)
Chickmagalur	Hassan (58)
	Shimoga (95)
Mercara	Puttur (88)
Hubli	Gadag (53)
	Haveri (75)
	Belgaum (94)
Sirsi	Haveri (~ 70)
Gadag	Hubli (53)
	Hospet (96)
Bellary	Hospet (61)
Hospet	Bellary (61)

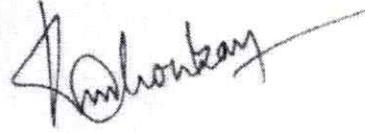


	Gadag (96)
Davanagere	Chitradurga (64)
	Haveri (68)
	Shimoga (91)
Haveri	Davangere (68)
	Hubli (75)
	Sirsi (~70)
Tumkur	Bangalore (66)
	Tiptur (70)
Tiptur	Hassan (47)
	Tumkur (70)
Chitradurga	Davangere (64)
Shimoga	Chickmagalur (95)
	Davangere (91)
Panaji	Margao (32)
Margao	Panaji (32)
Belgaum	Hubli (94)
	Gokak (70)
	Nipani (77)
Nipani	Gokak (65)
	Belgaum (77)
Gokak	Nipani (65)
	Belgaum (70)
	Bagalkot (79)
Bijapur	Bagalkot (86)
	Gokak (79)
Bagalkot	Bijapur (86)
	Gokak (79)
Mangalore	Udupi (59)
	Puttur (35)
Puttur	Mangalore (35)
	Mercara (88)
Udupi	Mangalore (59)
Gulbarga	Yadgir (81)
Yadgir	Gulbarga(81)

*Handwritten signature*

	Raichur(82)
Raichur	Yadgir (82)

No satellite stations for Bidar & Karwar.

A handwritten signature in black ink, appearing to read 'Amhontay', with a long horizontal stroke extending to the right.



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.214(17)/2022-23/Pr.CCIT

Dated : 21/07/2022

**CIRCULAR**

Sub : Annual General Transfer within Karnataka & Goa Region -  
Modification in Transfer Policy for Group "B" (Non-Gazetted) and  
Group "C" Officials-2021 -

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The modification made with respect to Para 2 of the **Transfer policy for Group 'B' (Non-Gazetted) and Group "C" Officials-2021** is enclosed herewith. The amended transfer policy shall be effective from AGT-2023. The same is also made available in the departmental website [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org).

**(AMRIT RAJ SINGH)**

Joint Commissioner of Income-tax (HQ)Admn)  
for Pr. Chief Commissioner of Income Tax,  
Karnataka & Goa Region, Bengaluru.

To : All the Head of Offices in the region... with a request to bring the contents of this Circular in the knowledge of all the Official(s) of your charge.

Copy to : All CCsIT in the region/The DGIT(Inv.), Bangalore.  
: All Pr.CsIT/Pr.DsIT/CsIT/DsIT/Addl.CsIT/Addl.DsIT/JCsIT/JDsIT  
in the Region.  
: The General Secretary, Income Tax Employees Federation  
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: All the Officers and Sections in O/o. Pr.CCIT, Bengaluru.  
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**MODIFICATION OF TRANSFER POLICY FOR GROUP B  
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**(EFFECTIVE FROM, AGT 2023)**

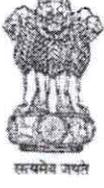
2. **Stay Basis:** The modification is as under:

Maximum continuous stay	Stations
8 Years	Bangalore, Hubballi*
6 years	Mysore, Gulbarga, Davanagere, Mangalore, Belgaum, Tumkur, Bellary, Panaji and Margao
5 Years	All Stations other than listed above

\* In case if any official who has completed 2 years cooling off in stations other than Hubballi and wishes to be posted back to Hubballi, senior officials who have completed 6 years in Hubballi will be transferred out to accommodate such incoming official.

Bangalore

Dated: 21/07/2022



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F.No.214(17)/2024-25/Pr.CCIT

Dated : 27/01/2025

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**(EFFECTIVE FROM AGT - 2025)**

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<b>Maximum continuous stay</b>	<b>Stations</b>
8 Years	Bengaluru, Hubballi*, <b>Kalaburagi+ &amp; Mangaluru#</b>
6 Years	Mysuru, Davanagere, Belagavi, Tumakuru, Ballari, Panaji and Margao
5 Years	All Stations other than listed above

\* In case if any official who has completed 2 years cooling off in stations other than Hubballi and wishes to be posted back to Hubballi, senior officials who have completed 6 years in Hubballi will be transferred out to accommodate such incoming official.

+ In case if any official who has completed 2 years cooling off in stations other than Kalaburagi and wishes to be posted back to Kalaburagi, senior officials who have completed 6 years in Kalaburagi will be transferred out to accommodate such incoming official.

# In case if any official who has completed 2 years cooling off in stations other than Mangaluru and wishes to be posted back to Mangaluru, senior officials who have completed 6 years in Mangaluru will be transferred out to accommodate such incoming official.



**(SUNDEEP KUMAR H.S)**

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

Bengaluru  
Dated: 27/01/2025



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(EFFECTIVE FROM AGT – 2025)**

2. **Stay Basis:** The modification is as under:-

<b>Maximum continuous stay</b>	<b>Stations</b>
8 Years	Bengaluru, Hubballi~, <b>Kalaburagi@ &amp; Mangaluru\$</b>
7 Years	<b>Belagavi*, Davanagere+, Mysuru# and Panaji^</b>
6 Years	Tumakuru, Ballari and Margao
5 Years	All Stations other than listed above

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@ In case if any official who has completed 2 years cooling off in stations other than Kalaburagi and wishes to be posted back to Kalaburagi, senior officials who have completed 6 years in Kalaburagi will be transferred out to accommodate such incoming official.

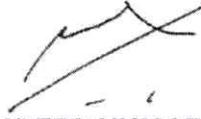
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\* In case if any official who has completed 2 years cooling off in stations other than Belagavi and wishes to be posted back to Belagavi, senior officials who have completed 6 years in Belagavi will be transferred out to accommodate such incoming official.

+ In case if any official who has completed 2 years cooling off in stations other than Davanagere and wishes to be posted back to Davanagere, senior officials who have completed 6 years in Davanagere will be transferred out to accommodate such incoming official.

# In case if any official who has completed 2 years cooling off in stations other than Mysuru and wishes to be posted back to Mysuru, senior officials who have completed 6 years in Mysuru will be transferred out to accommodate such incoming official.

^ In case if any official who has completed 2 years cooling off in stations other than Panaji and wishes to be posted back to Panaji, senior officials who have completed 6 years in Panaji will be transferred out to accommodate such incoming official.



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