

Disposition-cum-Transfer Proforma (Group 'C')							
1	(a) Name of the officer/official (IN BLOCK LETTER)						
	(b) Date of Birth		(f) Employee No:				
	(c) Category UR/OBC/SC/ST		(g) Designation:				
	(d) SEX (M/F)		(h) Religion:				
	(e) Edu. Qualifcton		(i) Office: Mobile No.(Project Tarang)/e-mail ID				
2	Any other qualification achieved or special skill acquired which may be useful for Department.						
3	Father's Name						
4	Phone No.						
5	Name of the Home Town & State (with complete address)						
6	Present Address						
7	Date of entry in Income Tax Department & Designation		7	Mention the Post(s) & Date (s) in which the employee is confirmed			
8	In case of Inter-charge, Date of joining in region of CCIT, Patna						
9	Details of Departmental Examination Passed		Name of Exam		Minist. Exam,		ITI Exam
10	Whether under order of transfer		YES/NO if YES mention details or order				
11	Date since posted at present station						
12	Details of Posting in last 10 Years (Mention clearly whether WARD / CIRCLE OR Units)						
	Sl. No.	Name of Office	Station	Post Held	Ward/ Circle/ Range	Details of addl. Postings,	From To
	1						
	2						
	3						
13	If you desire to have a transfer this year because it is convenient to you please state, even if you are not due for transfer under the guidelines (give reasons, if any)						
14	If you want posting in any particular station, name the five stations in order of preference (give reasons, if any)		Station-1	Station-2	Station-3	Station -4	Station -5
			Please fill up the choice of station in the Station List attached with this form.				
15	If you are due for transfer as per guidelines, but wish to be retained at the same station for certain reasons, please indicate (along with reasons)						
16	DATE OF APPOINTMENT/PROMOTION IN VARIOUS GRADES IN INCOME TAX DEPARTMENT						
	Joining Post/Date	1st Promotion	2nd Promotion		3rd Promotion	4th Promotion	
Station:			Signature :				
Date:			Name & Designation :				
Certified that the above particulars given by the official have been verified from Service Book and found correct.							
(Signature of the official, maintaining the service book): Signature :							
Name & Designation:				Name & Designation of the forwarding Officer:			
Note: In case of shortage of space, separate sheet may be used.							