

अपर आयकर आयुक्त (मुख्या)(समन्वय)
कार्यालयान्मुख्य आयकर आयु., अहमदाबाद

12 FEB 2026

प्राप्ति दिनांक
क्रमांक



GOVT. OF INDIA
OFFICE OF THE PRINCIPAL CHIEF
COMMISSIONER OF INCOME TAX, GUJARAT
Room No. 205, 2nd Floor, Aayakar Bhavan,
Ashram Road, Ahmedabad - 380 009
टेलि./Tele: (079)-2969 5022
E-mail: ahmedabad.dcit.hq.pers@incometax.gov.in



No.PCCIT-GUJ/DCIT(HQ)(Pers.)/1/AGT-2025/2025-26

Date: 09.02.2026

MOST URGENT

To,

The Head of the Department,
Income Tax Department,
Gujarat-Region.

अपर आयकर आयुक्त (मुख्या.) (प्रशा.)	अपर आयकर आयुक्त (मुख्या.) (कार्मिक)
अपर आयकर आयुक्त (मुख्या.) (संचालक एवं टी.पी.एस.)	अपर आयकर आयुक्त (सी.ओ.)

Sir/Madam

**Sub: Annual General Transfer - 2026 Filing of Transfer
Proforma for Group-B (Non-Gaz.) and Group-C officials
2026 - reg.**

Kindly refer to the above.

2. I am directed to inform that the functionality of **Transfer Option** has been made available in the **VRIKSH portal** containing transfer proforma for AGT 2026 for the purpose of transfers within Gujarat Region in respect of **Group B (Non-Gaz) and Group C officials**.

3. All the officials are required to complete their registration process on VRIKSH Portal and compulsorily **update their complete posting history, promotion history details, educational details and departmental exam(s) details**. The administration has observed after perusal of certain profiles on VRIKSH, that the posting history has been incorrectly updated. **All AO/DDOs are thus, strictly directed to thoroughly verify that officials have correctly updated their complete posting history from their service books, and only then they should forward it to the Controlling Authority.**

Ravi

11.02.



4. All the officials who fall under the following categories should **mandatorily** submit their request for transfer only on **VRIKSH Portal** :-

- a) The officials who have been promoted in the F.Y. 2025-26.
- b) The officials, whose cases are under review, vide earlier orders.
- c) The officials who are seeking request transfer/retention on any of the grounds viz.
 - (i) Medical Ground (Self/Dependents)(CMO/AMA certificate is mandatory)
 - (ii) PH ground (latest physical disability certificate is mandatory)
 - (iii) Children's education ground (Only retention if child is in 10th/12th in F.Y 26-27),
 - (iv) Spouse ground,
 - (v) Cooling off,
 - (vi) Others.

5. Further, it is mandatory for all officials to duly fill all the columns of the Transfer Proforma in VRIKSH portal. **It is again to be emphasized that all the Transfer Proformas would be treated as valid only if received through VRIKSH portal and no physical copy of Transfer Proforma would be considered at the level of this office.**

6. **All the officials who are not due for station transfer as per the above criteria may also be transferred on administrative requirement, especially when their profiles on VRIKSH Portal are not complete in all respects.**

7. **Mandatory Station Preference:** All officials, who are posted in CCIT Region other than Rajkot and are due for transfer as per above criteria, are required to give 5 choices of posting and out of them, two choices of stations must be from Rajkot region. Similarly, all officials posted in Rajkot region and who are due for transfer, are required to give 5 choices of stations and out of them, 2 choices of stations must be from other CCIT region. In case 2 choices of Rajkot Region are not filled up by the official, it shall be presumed that such official is willing to be posted at any station in Rajkot Region.

8. The Transfer Proforma filled by the officials will have to be subsequently thoroughly verified by the AO/DDO to check if the details entered by the officials are correct. Subsequently, it should then be immediately forwarded to the Controlling Authority and the Head of Department (as applicable) concerned to record their comments/recommendations on VRIKSH portal and thereafter ensure final submission of the Transfer Proforma on the portal, as prescribed.

9. A step by step guide for submitting the Transfer Proforma for officials, AO & DDO, Controlling Officer & HODs on VRIKSH portal is available on **“communication from department” module on VRIKSH portal and is also being enclosed herewith.**

10. All the Officials working in your charge may be directed to submit the Transfer Proforma complete in all respects on **VRIKSH Portal latest by 13.02.2026.** After verifying details, the AO & DDO concerned, the Supervisory Authorities (Controlling Authority & HOD) have to submit the same on **VRIKSH Portal latest by 20.02.2026.**

11. **Kindly treat this as MOST URGENT & TIME BOUND.**
Yours faithfully,

- sd -

Encl: As above

(Dr. Toral Pansuria) DCIT(HQ)(Pers.)
For, Pr. Chief Commissioner of Income Tax, Gujarat
Ahmedabad.

Copy to:

1. All Sections in the o/o Pr. CCIT. Gujarat, Ahmedabad.
2. The Secretary, ITEF, Gujarat Circle. Aayakar Bhavan, Ahmedabad
3. The Secretary, SC/ST Uplift Union, Aayakar Bhavan, Ahmedabad
4. The DCIT(Co-ordination) Ahmedabad for uploading on website.
www.incometaxgujarat.org

RJS

(Dr. Toral Pansuria) DCIT(HQ)(Pers.)
For, Pr. Chief Commissioner of Income Tax, Gujarat
Ahmedabad.

Flow Chart (Employee Level)

Step-1

- The employee can fill AGT Transfer Proforma by clicking on "**Data Entry Tab**".

Step-2

- The Transfer Proforma can be accessed through "**Transfer option** Tab."

Step-3

- Transfer options to be filled up by Employees.

Step-4

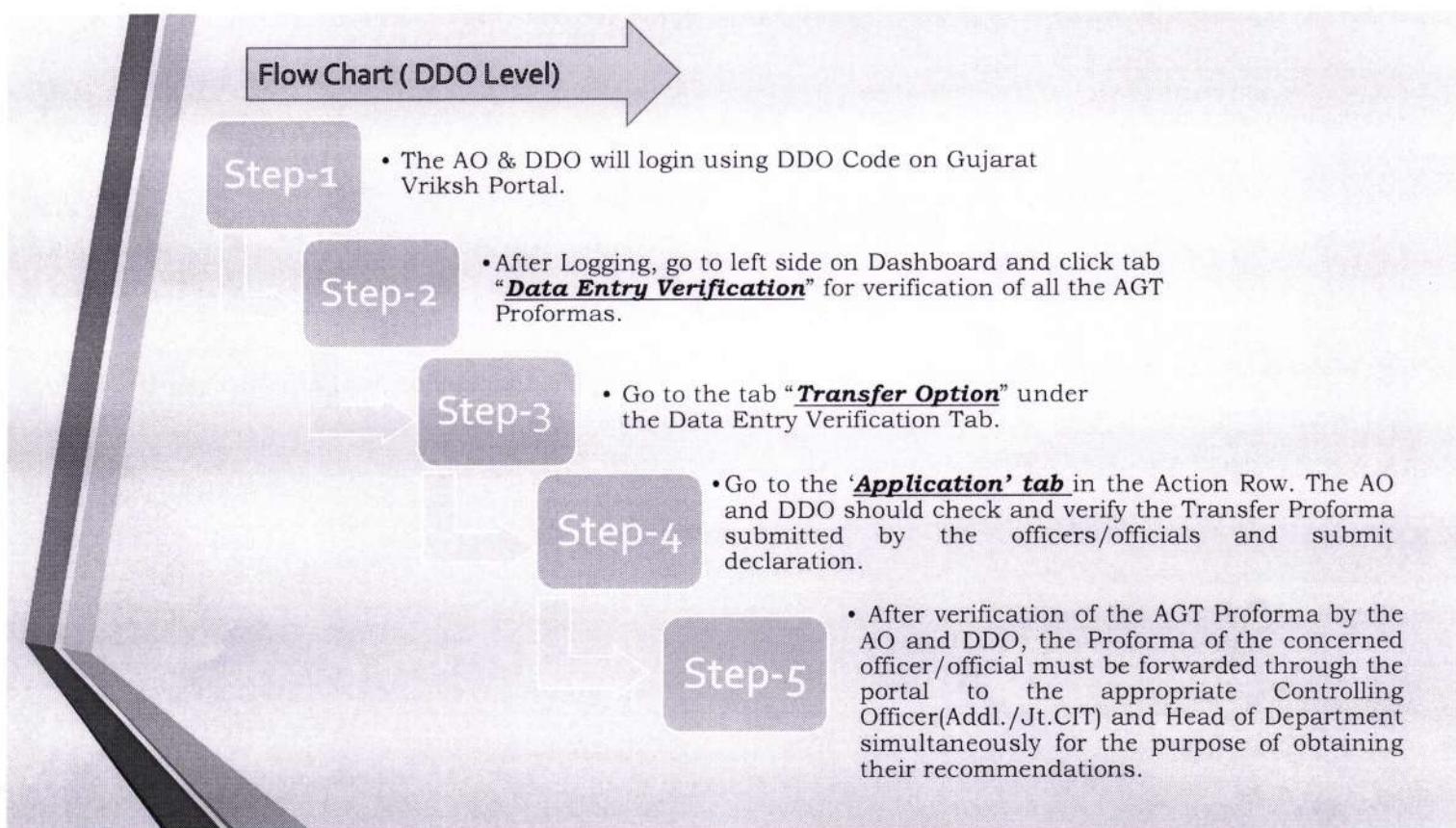
- Save & Next

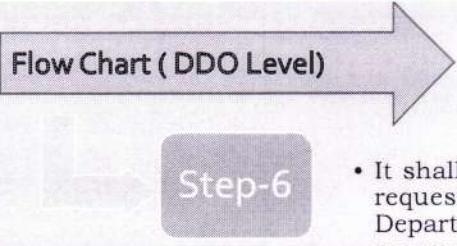
Step-5

- Preview Page

Step-6

- Tick the check box and Click on submit button. (*it is final submission of AGT Transfer Proforma*)



Flow Chart (DDO Level) 

Step-6

- It shall be the ***responsibility of the AO and DDO*** to ensure that the request is made to the appropriate Controlling Officer and Head of Department of the concerned officers/officials for submission of their recommendations and for the final submission of the AGT Proforma before the closure of the AGT window.

Note- for officers/officials posted in HQ:

Under Controlling Officer- Select Addl./Jt.CIT as Controlling officer, if available.
Else, select HoD (CCIT/DGIT/PCIT/PDIT/CIT/DIT)

Under HoD - Select CCIT/DGIT/PCIT/PDIT/CIT/DIT

Flow Chart (Controlling officer) (Addl./JT.CIT)

Step-1

- The Controlling officer(Addl./Jt.CIT) will login in using his/her Employee Code on Gujarat Vriksh Portal.

Step-2

- After Logging, go to left side on Dashboard and click tab "**Data Entry Verification**" for recommendations of all the AGT Proformas.

Step-3

- Go to the tab "**Transfer Option**" under the Data Entry Verification Tab.

Step-4

- Go to the '**Application' tab** in the Action Row. The Controlling officer must fill the recommendations and complete the final submission.

Step-5

On Submission of the recommendations, the same shall be populated in the Transfer Proforma available with the HoD. The Controlling Officer should complete the submission of AGT Transfer proforma well before the closure of the AGT Window so as to allow HoD to make his/her recommendations and complete the final Submission in time.

Flow Chart (Head of Department)
(CCIT/DGIT/PCIT/PDIT/CIT/DIT)

Step-1

- The Head of Department shall login using his Employee Code on Gujarat Vriksh Portal.

Step-2

- After Logging, go to left side on Dashboard and click tab “**Data Entry Verification**” for recommendations/Comments of all the AGT Proformas.

Step-3

- Go to the tab “**Transfer Option**” under the Data Entry Verification Tab.

Step-4

- Go to the ‘**Application’ tab** in the Action Row. The Head of Department must submit the recommendations/Comments and complete the final submission of AGT proforma before closure of the AGT Window.