



सत्यमेव जयते

**DIRECTORATE OF INCOME TAX  
HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES**

**02<sup>nd</sup> Floor, ICADR Building, Plot No. 6,  
Vasant Kunj Institutional Area, Phase-II, New Delhi – 110070**

**F.No. HRD/CM/221/04/2017-18/1590**

**Dated: 14 June, 2017**

**Office Memorandum**

**Sub: Skewed deployment of staff between headquarters and field units and engagement of contract/outsourced personnel by field units-reg.**

It has come to the notice of the CBDT that in various CCA regions, there is a large deployment of manpower in headquarters. This may adversely affect the functioning of field units engaged in core function of the Department. Therefore, the Pr. CCsIT are advised that the shortage should be evenly shared between field and headquarters so that the regular manpower be used optimally.

2. Further, it has also come to the notice of the CBDT that many assessment and other field units entrust sensitive work to the contract/outsourced staff in spite of the fact that regular staff is posted in the Ward/Circle. Assigning sensitive work to the contract/outsourced staff may result in undesirable consequences since they do not have any accountability. Accordingly, it is advised that the field formations entrust such tasks to regular staff only. Besides, the work relating to assessment & investigation need not be given to any outsourced/contract staff and only regular staff be used for these purposes. Further, outsourcing should be kept minimum.

3. This issues with the approval of Chairman, CBDT.

**(Kumar Hrishikesh)**

**Addl. Director General of Income Tax- II, HRD  
New Delhi**

To,

All Pr. CCsIT(CCA)

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