

REMINDER



प्रधान मुख्या आयकर आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
आंध्र प्रदेश एवं तेलंगाना/Andhra Pradesh & Telangana,
१०थ फ्लोर, इनकम टैक्स टावर/ 10th Floor, Income Tax Towers,
एसी गार्ड्स, हैदराबाद /AC Guards, Hyderabad - 500 004,
Tel. /Fax No. 040 - 23425474/23241427/23240403.

F.No.Pr.CCIT/AP & TS/ Admn/Transfer Proforma/5/24-25

Date: 19.02.2025

To

All the Heads of the Offices
Of Pr. CCIT,
AP & TG region.

Sir/Madam,

Sub: Establishment – Employee Profile cum Transfer request proforma for
Annual General Transfers- 2025 – Reg.

Ref: This Office letter in F.No. Pr.CCIT/ AP & TS/ Admn/ Transfer
Proforma/5/24-25 dated 10.01.2025.

Kindly refer to the references cited above.

2. Vide letter cited under reference, it was requested to forward the duly filled in Transfer proforma of the Officers/Officials for AGT-2025 to this office by 31.01.2025. However, this office is yet to receive duly-filled in Transfer Proforma from most of the offices.
3. In this regard, I am directed to request you to direct the officials/officers in your charge to submit the duly filled-in transfer Proforma latest by **24.02.2025** without fail and subsequently the same may be forwarded to this office by **25.02.2025** positively, to facilitate the smooth implementation of **AGT-2025**.
4. Further, I am also directed to inform that in the absence of receipt of Transfer Proformas within the extended time limit, the Transfer request/ Station option request of the officers/officials shall not be entertained at a later date and the AGT-2025 will be dealt in respect of such officers/officials as per the existing Transfer Policy.

Yours faithfully,

(V.A.T.V. KUMAR)

Dy. Commissioner of Income Tax (H.Qrs)(Admn.)
O/o. Pr. CCIT, AP & TS, Hyderabad.

प्रधान मुख्या आयकर आयुक्त का कार्यालय, आंध्र प्रदेश एवं तेलंगाना