



**Office of the Pr. Chief Commissioner of Income Tax  
Andhra Pradesh & Telangana**

10<sup>th</sup> Floor, Income Tax Towers, AC Guards, Hyderabad-500 004  
Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Estt/21/AGT-2021/2020-21

Date: 11-12-2020

To  
All the Heads of Offices  
Andhra Pradesh & Telangana.

Sir/Madam,

Sub: Establishment – Forwarding of Employee Profile cum Transfer Request  
Proforma for Annual General Transfers 2021 – Reg.

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In connection with the **Annual General Transfer 2021**, Transfer Proforma in Annexure-1, 2 & 3 has been uploaded on the official website: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)

2. In this regard, I am directed to request you to get the hard copy of the Transfer Proforma printed out for circulation amongst the employees for filing the Transfer Proforma (Annexure-1). **All employees whether they seek transfer or not must submit a duly filled Transfer Proforma through proper channel.** The officers/officials who have joined in this charge after **December 2019** are required to fill in the detailed employee profile (**Annexure-2**) in addition to the Transfer Proforma (Annexure-1) for updation of their details in HR Database. Guidelines for filling up of Transfer Proforma is enclosed herewith in Annexure-3.

3. In respect of employees who do not submit the Transfer Proforma, it will be presumed that such officers/officials have no choice regarding their posting/station and the transfer of such officers/officials will be effected as per the existing transfer policy and administrative requirements. It is informed that all long standing cases will be reviewed during **AGT 2021.**

4. All the officer/officials requesting for transfer/retention under serial number 16 of the Transfer Proforma for AGT 2021 on Educational, Medical, working spouse and other grounds should enclose relevant documentary evidence in support of the claim failing which their request will not be considered.

5. I am also directed to request the Head of Offices to direct the officials/officers to submit the duly filled –in Transfer Proforma by **23/12/2020** and subsequently the same may please be forwarded to this office by **28/12/2020** positively for effecting **AGT 2021.**

Yours faithfully,



(B SRINIVASA RAO)

Dy. Commissioner of Income Tax  
(HQrs)(Admn), Hyderabad

Encl: As above.

Copy to:

1. The Chief Commissioners of Income Tax, Hyderabad
2. The Chief Commissioners of Income Tax(ReAC)Vijayawada/(ReAC)Visakhapatnam.
3. The Director General of Income Tax(Inv), Hyderabad.

**TRANSFER PROFORMA - AGT 2021**  
**INCOME TAX DEPARTMENT - ANDHRA PRADESH & TELANGANA**

1	NAME	:						PHOTO
2	DESIGNATION	:						
3	CIVIL CODE / EMP NO.	:						
4	DATE OF BIRTH	:						
5	HOME TOWN	:						
6	MOBILE NO. (official)	:						
7	EMAIL-ID (official)	:	_____@incometax.gov.in					
8	CATEGORY	:	<u>UR</u>					
9	WHETHER PH, IF YES, SUB-CATEGORY	:	OH / VH / HH	NA				
10	FATHERS NAME	:						
11	PRESENT RESIDENTIAL ADDRESS	:						
12	PRESENT POSTING DETAILS	:	Office	Station	From Date	To Date	Asst/ Non Asst	
13	PERIOD OF CONTINUOUS STAY IN PRESENT STATION	:						
14	REQUEST FOR CHANGE OF STATION	:						
15	CHOICE OF STATION	:	1	2	3			
16	REASONS FOR TRANSFER / RETENTION (Proof to be attached)	:						
	(a) EDUCATIONAL GROUNDS	:						
	(b) MEDICAL GROUNDS	:						
	(c) WORKING SPOUSE GROUNDS	:						
	(d) ANY OTHER GROUNDS	:						
17	ANY OTHER SPECIFIC REQUEST	:						

*Note: Please refer to the Transfer Policy 2017 for Group 'B' officers / Group 'C' officials before filling this Transfer Proforma.*

DATE:

SIGNATURE OF THE  
OFFICER /OFFICIAL

18	COMMENTS OF THE CONTROLLING OFFICER	:					
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SIGNATURE OF THE  
CONTROLLING OFFICER

19	REMARKS OF THE Pr.CIT/CIT Concerned	:					
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(To be submitted along with the Transfer Request Proforma only by the officers / officials, who have joined this charge after December, 2019)

Income - Tax Department - Andhra Pradesh & Telangana

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE FILLING UP THE EMPLOYEE PROFILE FOR AGT- 2020-21**

- (i) The correctness/update, if any, in the Employee Profile may be made in a prominent manner (without over-writing) and be initialled or corrections may be listed out in a separate sheet.
- (ii) While filling up and verifying the proforma, special attention may be given with reference to accuracy and authenticity of data pertaining to date of birth, category(UR/SC/ST/OBC), date of joining in present rank/cadre, initial rank/cadre and date of joining , mode of joining (selecting one of the options against the column in EPTRP under Mode of initial joining in I. T. Dept, AP.) and rank/cadre (for example, Steno Gr.-I & Gr.-II(PB-II or PB-I), lest it will be considered as Stenographer Grade II(PB-I), similarly that in staff car driver cadre and the erstwhile cadres such as daftary, peon, farrash, watchman, sweeper, etc. (which have been re-designated as MTS cadre).
- (iii) Under Exam Column, the exact date of declaration (as given in declaration issued) should be indicated.
- (iv) Date of officiating/confirmation should invariably be mentioned. Break-up of duration in an office in different ranks (w.r.t. promotion) should be provided (for example, X working as TA is promoted STA in the same office. He/She should give break-up of period in that office as TA (i.e. TA from dd-mm-yy to dd-mm-yy) and STA (from dd-mm-yy to dd-mm-yy).

**EMPLOYEE PROFILE**

**Primary Information**

Civil Code		Emp. No.		AadharNo.	
<b>Name</b>					<b>Staple passport size photograph</b>
<b>Rank</b>		Group			
Place of Posting					
Office					
Designation					
Dt. of Joining at Present Post		Dt. of Appointment to Present Rank			
Birth Date		Retirement Date			
Dt. of Entry to Govt. Service		Sex			
Dt. of Joining in Income Tax Dept.		Marital Status			

**Personal Information**

<b>Current Address</b>				
City		PinCode		State
<b>Permanant Address</b>				
City		PinCode		State

<b>Contact Details</b>				
Telephone (O)		Telephone (R)		
Mobile No.		Email		
Data Card Information				

<b>Other Info</b>				
Religion		Category (SC/ST/OBC/UR)		
Sub Category		Roster Category (SC/ST/OBC/UR)		
HomeTown		Blood Group		Ex (Y/N)
PAN		CGHS Card No.		
PRAN (Pmnt. Retirement. A/c. No.)		ICard No.		
UID No.		GPF A/c No.		



Education			
Name of Course / Degree	College / University	Year	Major Subjects
Training			
Training Name	Place	Period	Remarks
Exam			
Exam Name	Passing Date		
OTHER FAMILY MEMBERS (INCLUDING BROTHERS & SISTERS IRRESPECTIVE OF DEPENDENCY)			
Name	Relationship	Date of Birth	Occupation
OTHER DETAILS			
Recruitment Rank		Recruitment Quota	
Basic Pay		Spl. Pay / Personal Pay	
Next Increment Date			
Area of Specialisation			
Special Interest - Relating to Job			
- Not Relating to Job			
Languages Known	Read	Write	Speak
TELUGU			
ENGLISH			
HINDI			
...			
Old Name			
Permanant Post		Whether Probation? (Yes/No)	
Dt. of Working in Present Rank before Deptn. Charge			
Dt. of Working in Present Station			
Dt. of Reporting in Present Office			
Dt. of Continuation in Assesment / Non-Assesment Charge			
Any other information the officer/official wish to furnish, in brief.			
Details of election duties performed so far			
Election	Year	State	Constituency
			Duty performed***
** [Expenditure Observer/Polling Officer/Asst. PO/Other PO, etc.]			
Self Verification : Above data is correct as per my knowledge.			Sign :
			Date :

Signature		Signature	
Name		Name	
Designation of verified official		Designation of i/c of Estt. Section	
Station		Station	
Date		Date	

**Signature of Head Office**

**Note: The employee himself (for entire information) and the Head of Office (to the extent it is available in the employee's Service Register) are collectively responsible for the accuracy of information furnished.**

Controlling Officer's specific comments (either recommending or otherwise in respect of transfer request of the officer/official)	Name, Designation & Signature of the Controlling Officer with office stamp
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Remarks of the CIT/DIT concerned on the findings of the Controlling Officer	Name, Designation & Signature of the Controlling Officer with office stamp
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**Guidelines to fill AGT 2021 Transfer Proforma**

Sl. No.	Guidelines
1	Name should be written in Block letters as per Service Register
2	Present designation, but not present posting, needs to be filled here.
3	Group 'A' officers should mention Civil Code wherever allotted. Others should mention their employee ID number
4	Date of birth should be mentioned in DD/MM/YYYY format.
5	While filling the Home Town, it should be written as indicated in the Service Register.
6	Official Mobile number allotted by Department should be mentioned. In case not allotted, any other number used by the officers/officials.
7	Please enter only official name based e-mail address.
8	Category may be filled with UR/OBC/SC/ST
9	If applicable, please state the type of differently-abled status. If not applicable, please mention "NO"
10	Fathers name should be written in Block letters as per Service Register
11	Complete present residential address should be filled in order to enable to accomodate in nearest Offices, subject to administrative constraints.
12	Correct details of present posting need to be given with specific reference to dates.
13	Please mention the number of years completed in the present station, along with date/year of first posting in the same station
14	Please tick 'Yes' or 'No' whichever is applicable, and the Station tenure clause of Transfer Policy 2017 should be kept in mind while exercising this option.
15	If you do not request for change of station, please enter NA/Not Applicable. If you request for change of station, please make sure you give three different stations based on your preferences.
16	While making the request for transfer/retention, 'Exception' clause and Spouse ground in Transfer Policy 2017 should be read carefully and proof for the same should be attached.
17	Any specific request pertaining to posting may be mentioned in this column. However, the provisions of Transfer Policy 2017 should be kept in mind while filling this column.