



**Office of the Pr. Chief Commissioner of Income Tax**  
**Andhra Pradesh & Telangana**  
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F.No. Pr.CCIT/Estt/21/AGT/2018-19

Date: 26-02-2019

To  
All the Heads of Departments under Pr.CCIT,  
Andhra Pradesh & Telangana.

Sir/Madam,

Sub: Establishment – Forwarding of Employee Profile cum Transfer Request  
Proforma for Annual General Transfers 2019 – Reg.  
Ref: This office letter of even No, dated 06-12-2018.

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Please refer to the above.

2. In connection with the subject matter mentioned above, the Heads of Departments were requested to forward the Transfer proformae of the officers/officials by 04-01-2019 for effecting AGT-2019. Attention is also drawn to the para 3 of the letter, wherein it is clearly mentioned that 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 their transfers will be effected as per the existing transfer policy and administrative requirements. Reminders have also been given to the Heads of Departments through SMS.

3. However, transfer proformae of some of the officers/officials have not been received in this office till date. I am therefore, directed to request the Heads of Departments to obtain transfer proformae of such officers/officials who have not submitted their transfer proformae immediately and forward the same so as to reach this office by 01-03-2019. The officers/officials may be informed that in case the proformae are not received by 01-03-2019, their transfers will be effected as per the Administrative Requirement.

Yours faithfully,

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

Copy to:

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