MEMORANDUM

Sub: Estt. – Considering of Inter-Charge Transfer applications of Non-Gazetted Officials from AP&TS charge to other regions – Regarding.

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It is decided that the Inter-Charge Transfer (ICT) applications of Non-Gazetted officials from Andhra Pradesh and Telangana Region to other Regions will be processed **once in a year** hereafter thus dispensing with the current practice keeping in view of the administrative inconvenience in ascertaining the man power requirement vis-à-vis working strength.

2. All the officials seeking for ICT to other regions for the **year 2019-20** and who meet the eligibility criteria for ICT as on **31-12-2018** should file their applications **on or before 31-01-2019** with their respective Head of Office/Department. The controlling Officers are requested to ensure that the applications submitted in their offices are forwarded to O/o.the Pr.CCIT, Hyderabad by **15-02-2019**. **The applications received after 15-02-2019 are not likely to be considered for the year 2019-20.**

3. The Officials who have already filed their applications for ICT, which are pending with this office, need not file fresh applications again and submit a copy of the same, if not considered till date.

(N,RAVI BABU)
Addl.Commissioner of Income Tax (H.Qrs)(Admin.& Vig.)
O/o.the Pr.CCIT,AP&TS,Hyderabad.

To
All the Heads of Department/Office in Andhra Pradesh and Telangana for circulation to all officials concerned and necessary compliance.

Copy to:

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