



प्रधान मुख्य आयकर आयुक्त का कार्यालय, आन्ध्र प्रदेश एवं तेलंगाना  
Office of the Principal Chief Commissioner of Income Tax, Andhra Pradesh &  
Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500004  
10<sup>th</sup> Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500004  
टेलिफोन/Tel. No040 - 23425474, फैक्स/Fax 23241427, 040-23240403

F. No. Pr.CCIT/4(16)/Estt/Steno/2023-24

दिनांक/Date: 16.01.2024

विषय :स्थापना - आयकर विभाग, आन्ध्र प्रदेश एवं तेलंगाना, हैदराबाद - आशुलिपिकों का  
स्थानान्तरण एवं तैनाती आदेश जारी करने के संबंध में।

**Sub:** Establishment - I.T. Department, Andhra Pradesh & Telangana,  
Hyderabad - **Transfers and postings of Stenographers** - orders - Issue  
of - Regarding

**आदेश संख्या/ORDER NO.03 /2024**

The under mentioned Officials were promoted to the cadre of **STENOGRAPHER GRADE-I [ERSTWHILE STENOGRAPHER GRADE-II]** vide Order no. F.No.Pr.CCIT/2(16)/Estt/Steno Gr.I/2023-24 dt.12.01.2024. They are now being posted in the Offices mentioned against their names at column no.(4) of the table below:

SL. NO.	NAME OF THE OFFICIAL (Sri/Smt./Ms.)	TRANSFER/UNDER ORDERS OF POSTING	TO WHOM ALLOTTED	STATION
(1)	(2)	(3)	(4)	(5)
1	SHIVRAM MEENA	UOP	Pr.CIT-1, HYDERABAD	HYDERABAD
2	SHERLA BHARGAVI	UOP	Pr.CIT-2, HYDERABAD	HYDERABAD

2. The concerned PCIT/CIT shall make necessary posting in respect of the officials who are posted in their charge without changing the station, under intimation to this office.

3. The officials under orders of transfer shall not be granted Earned Leave by the Competent Authority under whom they are presently working. Leave applications, if any, may be forwarded to the new place of posting for necessary action.

4. In case any official is being proposed to be retained beyond the above mentioned date, the Head of office shall take prior written approval from the Pr.CCIT, AP & Telangana, Hyderabad.

5. The Heads of Offices are directed to send separate compliance report on relieving and joining of official from/to their office latest by **25/01/2024**.

6. **As per clause IV of Transfer Policy for Group 'B' (Non Gazetted) & Group 'C' Officials (Other than Staff Car Drivers) of Income Tax department, AP & Telangana Region, unless the transfer order is cancelled either suo-moto or on representation, before the due date of relieving the transferee shall be considered as deemed relieved on the due date given in the transfer order. It is**



clarified that representation made against the transfer shall not confer any right whatsoever on the official to continue at the previous post in defiance of the transfer order. In view of this, if any of the Official is not relieved by due date, he/she shall be deemed relieved by next working day.

7. This is issued with the prior approval of the Pr. Chief Commissioner of Income Tax, AP&TS, Hyderabad

Sd/-

(के. रविकिरण /K.RAVIKIRAN)

आयकर आयुक्त (प्रशासन एवं करदाता सेवाएँ),  
Commissioner of Income Tax(Admin&TPS),  
आन्ध्र प्रदेश एवं तेलंगाना, हैदराबाद AP& TS, Hyderabad

प्रतिलिपि/Copy to:

1. The officials concerned.
2. The DGIT(Inv.), Hyderabad and all the CCsIT in AP & Telangana Region.
3. All the Pr.CsIT/Pr.DsIT/CsIT/DsIT in AP & Telangana Region.
4. All the Heads of Offices in A.P. &Telangana Region.
5. The Secretary, IRS Officers Association.
6. The Secretary, ITGOA, AP & TS Unit.
7. The Secretary, ITEF, Hyderabad.
8. ZAO, CBDT, Hyderabad/Visakhapatnam.
9. All sections in O/o. Pr.CCIT, Hyderabad.

(सुवासिस दास) / (SUVASIS DAS)

संयुक्त आयकर आयुक्त (मुख्या)(प्रशासन)(इन सीटू)  
Joint Commissioner of Income Tax(Hqrs.)(Admn.)(in-situ)  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
O/o. Pr.CCIT, AP & TS, Hyderabad.

