



Office of the

Pr. Chief Commissioner of Income Tax,

Andhra Pradesh & Telangana,

10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.

F.No.Pr.CCIT/Estt/Transfer Policy/2017-18

Dated:06.04.2017

**TRANSFER POLICY FOR GROUP 'B' OFFICERS OF INCOME TAX DEPARTMENT,
AP & TS REGION**

I. OBJECTIVE OF THE POLICY:

The Pr.Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, is the Cadre Controlling Authority, for all the Officers working in the two states of Andhra Pradesh and Telangana. The Transfer Policy is formulated to

- harmonise the objectives of institutional memory,
- bring greater efficiency, effectiveness and transparency,
- avoid development of vested interest,
- provide exposure to different set-ups,
- provide better opportunities for excellence,
- facilitate proper career planning for overall growth.

The policy also aims to align human resource management of the Department in the two states with the overall organizational growth of the Income Tax Department.

II. This Transfer Policy shall take effect from AGT, 2017 and would be applicable to all the Group 'B' Officers in the Cadre Controlling Region of Pr.CCIT, AP & TS. This transfer policy is formalized pursuant to the DoPT OM in F.No.11013/10/2013-Estt-A dated 02.07.2015.

III. GENERAL PRINCIPLES:

1. Transfers shall be made ensuring minimum hardships in order to meet the administrative exigencies.
2. The annual transfers and postings shall be made every year by the Pr.CCIT, AP&TS preferably by 30th April of the Calendar Year.

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3. TENURE AT STATIONS:

An Officer will be liable for transfer to another station after a continuous stay at a station as mentioned in the following table:

Maximum Continuous Stay	Stations
12 years	Hyderabad
10 years	Visakhapatnam
8 years	Vijayawada
5 years	Guntur, Tirupati, Kurnool, Rajahmundry, Eluru, Nellore, Kakinada
3 years	All stations other than those listed above.

For the purpose of counting continuous stay at a station and tenure at a post, stay of more than 180 days in a financial year in that station/post shall count as one year.

4. EXCEPTIONS:

- Officers who have less than **two** years of service as on 1st April, would be given preference to one of their places of choice, subject to Administrative constraints.
- Officers may request for retention at the same station on completion of their tenure/make a request for transfer to another station before completion of their tenure on compassionate/medical grounds (self or family). Such requests will be considered subject to administrative constraints.
- Request for retention on educational grounds will be considered, subject to administrative constraints, only in cases where the children of Officers would be studying in 10th or 12th Standard in that financial year in which the transfer is to be effected.
- In case of shortage of Officers in a particular Station, the Pr.CCIT may relax the stay/tenure limits prescribed in respect of transfer in a particular year.

5. TRANSFER ON COMPLETION OF TENURE:

- a. On completion of station tenure, an Officer would be considered for transfer to another station.
- b. An Officer will be accommodated in one of the 03 stations opted for, subject to administrative constraints.
- c. In case the number of eligible persons seeking transfer to a station is more than the number of vacancies otherwise available in that station, Officers who have completed the tenure at the requested station would be liable to move out based on station seniority. The posting at requested station shall in the following manner:
 - (i) Officers who have never worked in that particular station will be given first preference for posting there and
 - (ii) Officers who have worked for lesser duration in that station will be considered thereafter.
- d. The three principal office bearers-President, Secretary and Treasurer of the recognized Association will be allowed to be retained at the Head Quarters of the Association till the next General Transfer.

6. REQUEST TRANSFERS (transfers before completion of tenure at a Station)

- a) An Officer shall not be eligible for posting in the same station unless he/she completes the minimum cooling-off period of two years (AGT to AGT).
- b) The request transfer will be considered subject to administrative constraints and availability of vacancies.
- c) In case, the number of Officers opting for posting to a particular station exceeds the number of vacancies available in that station, the posting will be decided in the following manner:
 - (i) Officers who have never worked in that particular station will be given first preference for posting there
 - (ii) Officers who have worked for lesser duration in that station will be considered thereafter.



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7. POSTINGS IN CASE OF WORKING SPOUSE:

In case of working spouse, postings will be made in compliance with DoPT OM in F.No.28034/9/2009-Estt(A) dated 30.9.2009.

8. POSTING OF PHYSICALLY HANDICAPPED PERSONS:

Such persons shall be given posting near their native places within the region, as far as possible, subject to administrative constraints.

9. TRANSFERS ON ADMINISTRATIVE GROUNDS:

An Officer may be transferred to any place or to any post in the cadre controlling region at any time on administrative grounds.

10. TRANSFER IN CASE OF DISCIPLINARY PROCEEDINGS / VIGILANCE PROCEEDINGS:

The Officers shall be posted to non-assessment and non-sensitive charges.

11. TRANSFER ON PROMOTION:

On promotion, an officer would be liable for transfer to a new Station in accordance with the vacancies. In case, Officers opting for posting to a particular station exceeds the number of vacancies available in that station, the posting will be decided in the following manner:

- (i) Officers who have never worked in that particular station will be given first preference for posting there
- (ii) Officers who have worked for lesser duration in that station will be considered thereafter.

However, in case of medical or educational grounds, the Officer may be retained subject to vacancy and administrative constraints.



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12. ROTATION OF POSTS:

In line with the objective of the transfer policy, an Officer will be rotated:

a. On completion of 2 years from Assessment Charge(s) to Non Assessment Charge(s) and vice versa in Hyderabad

b. On completion of 3 years from Assessment Charge(s) to Non Assessment Charge(s) and 2 years from Non Assessment to Assessment Charge(s) in places other than Hyderabad.

c. As far as possible, a senior shall be posted to a Corporate ward.

d. As far as possible, an Officer shall not be posted again to the same post and/or the same office.

e. Where an Officer requests to continue in non-assessment, the same shall be considered subject to administrative constraints.

f. In order to give effect to the Policy:

i. All Officers who have completed 2 years or 18 months as on 31st March, 2017 in either Assessment or Non-Assessment post in Hyderabad, shall be shifted to bring the Rotation Process in motion.

ii. All the Officers who have completed 3 years or 30 months as on 31st March in Assessment and 2 years or 18 months as on 31st March in Non-Assessment at other stations, shall be shifted to bring the Rotation Process in motion.

g. The tenure in the following set ups are categorized as "non-assessment":

- i. Headquarters of the Pr.CCIT/CCIT/DGIT/PCIT/CIT.
- ii. Judicial/Audit/I&CI/TRO/MSTU/TDS/Investigation/International Taxation/ITAT/Salary Wards.

h. The tenure in the following set ups are categorized as "sensitive"(for the purpose of Clause 10) :

- (i) Investigation; (ii) Assessment; (iii) I&CI

i. Since, the posting of an Officer from one place/post to another is in terms of the transfer policy, any do-duty/deputation order to meet administrative exigencies, shall be made only by the Pr.CCIT.



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IV) TRANSFER IN THE CADRE OF Sr.PS/PS/AO

1. The postings in the cadre of Sr.PS/PS/AO shall be in accordance with the sanctioned posts.
2. Sr.PS/PS/AO shall also be liable for transfer on completion of minimum two years and maximum of three years subject to availability of posts/vacancy and administrative constraints.
3. Subject to the above other terms of this Policy shall, so far as may be, apply to Sr.PS/PS/AO.

V. POWERS TO RELAX:

The Pr.CCIT, Andhra Pradesh & Telangana shall be the final authority to interpret these guidelines. The Pr.CCIT, Andhra Pradesh & Telangana shall be competent authority to relax any of the guidelines herein above in appropriate cases having regard to the administrative exigencies.

BY THE ORDER OF PR.CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA



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