

कार्यालय प्रधान मुख्य आयकर आयुक्त, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद Office of the Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad, दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers, ए.सी .गार्ड्स, हैदराबाद / AC Guards, Hyderabad – 500 004. टेलि.नं/.Tel. No. 040 – 23425474, फैक्स /Fax 040-23241427

F.No. Pr.CCIT/AP & TS/Admn/AGT-2024/5/23-24

Date: 09/02/2024

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 2024 – Reg.

In connection with the **Annual General Transfer 2024**, Transfer Proforma in Annexure-1, 2 & 3 has been uploaded on the official website: 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 2022 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 2024.
- 4. All the officers/officials requesting for transfer/retention under serial numbers 16 to 19 of the Transfer Proforma for AGT 2024 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 20/02/2024 and subsequently the same may please be forwarded to this office by 26/02/2024 positively for effecting AGT 2024. A compliance report regarding the same shall be furnished to this office by 29/02/2024.

Encl: As above.

Jt.Commissioner of Income Tax (In-Situ)
(HQrs)(Admn), Hyderabad

Yours faithfully,

Copy to:

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

Annexure 1

TRANSFER PROFORMA - AGT 2024 INCOME TAX DEPARTMENT - ANDHRA PRADESH & TELANGANA

1	NAME	:						
2	DESIGNATION	:						
3	CIVIL CODE / EMP NO.	:						
4	EDUCATIONAL QUALIFICATION	:						
5	DATE OF RETIREMENT	:					РНОТО	
6	HOME TOWN	:		,				
7	MOBILE NO.	:		· · · · · · · · · · · · · · · · · · ·				
8	EMAIL-ID	:						
9	PRESENT RESI. ADDRESS	П						
10	WHETHER PH, IF YES, SUB-							
10	CATEGORY	:	: (ОН	VH / HH / MD (Ale	ong with certifi	cate and copy o	f entry in service	register
11	PRESENT POSTING DETAILS	:	CCIT/Pr.CIT/CIT	Office (Range/Circle/ Ward)	Station	From Date	To Date	Cat1/ Cat 2
12	PERIOD OF CONTINUOUS STAY IN PRESENT STATION	:	No.	of Yrs from	to F	Period at	Stati	on
13	WHETHER THE PERIOD OF CONTINUOUS STAY IN PRESENT STATION EXCEEDS PREVAILING TRANSFER NORMS			: (YES / NO)				
14	REQUEST FOR CHANGE OF STATION ON VOLUNTARY BASIS	:			: (YE	s / NO)		
	CHOICE OF STATION (If response is 'YES'	:	1	2	3		4	
15	IN Col. No.13 and/or 14, PROVIDE STATION OPTIONS FOR FOUR DIFFERENT STATIONS) (If response to both Col.No.13 and 14 is 'NO', then NA may be filled in these columns)							
15A	WILLINGNESS FOR POSTING IN INVESTIGATION / CENTRAL CHARGES	:			: (YE	S / NO)		
16	IF WORKED/WORKING IN INVESTIGATION / CENTRAL CHARGES, SPECIFY THE TOTAL PERIOD FOR WHICH WORKED /WORKING IN SUCH CHARGES		In DGIT (Inv.)(HQ In Pr.DIT (Inv.) In Pr.CIT (Central) In Pr.CIT (Central)		for Yrs	from	to to to	period period
17	CHILDREN DETAILS & EDUCATION, If in Xth & XIIth (Mention the Academic Years in which children will be in above mentioned classes along with relevant proof)							
18	SPOUSE WORKING DETAILS (If any)							
19	REASON FOR TRANSFER/RETENTION REQUESTS ON CHILDREN EDUCATIONAL AND SPOUSE WORKING GROUND (Proof to be attached mandatorily)	:						
20	ANY OTHER GROUNDS/REASONS	1						
Note: Please refer to the Transfer Policy 2021 for Group 'B' officers / Group 'C' officials before filling this Transfer Proforma and all columns are to be mandatorily filled (write NA if a particular point is not applicable), if not filled, it is deemed that employee has no details to mention and may be transferred/retained as per administrative requirement. All the entries in the columns should be made in a legible manner.								
	DATE:					SIGNATURE OF TH		
21	COMMENTS OF THE CONTROLLING OFFICER	:				OFFICER /OFFICIA	AL	
	SIGNATURE OF THE CONTROLLING OFFICER							
22	REMARKS OF THE CCIT/Pr.CIT/CIT Concerned	:						

(To be submitted along with the Transfer Request Proforma only by the officers / officials, who have ioined this charge after December, 2022)

Income - Tax Department - Andhra Pradesh & Telangana

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE FILLING UP THE EMPLOYEE **PROFILE FOR AGT- 2024**

(i) The correctness/updation, 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. Name Rank Group Place of Posting/ Station Staple passport size photograph Pr.CIT Office/ 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 Current Address** PinCode State Permanant Address City PinCode State **Contact Details** Telephone (O) Telephone (R) Mobile No. Email Data Card Information Other Info 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.

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Date:

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Signature			Signature			
Name			Name			
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CL-II			Station			
Date			Date			
Note: The emp employee's Ser	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.					
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			with office staff	Ť T		

Guidelines to fill AGT 2024 Transfer Proforma

Column. 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	Completed Educational qualifications details to be filled.
5	Date of retirement should be mentioned in DD/MM/YYYY format.
6	While filling the Home Town, it should be written as indicated in the Service Register.
7	Official Mobile number allotted by Department should be mentioned. In case not allotted, any other number used by the officers/officials.
8	Please enter official name based e-mail address IF ALLOTTED. In case same is not available / inactive, any other active email address may be filled in the column.
9	Complete present residential address should be filled in order to enable to accomodate in nearest Offices, subject to administrative constraints.
10	If applicable, please state the type of differently-abled status. If not applicable, please mention "NO"
11	Correct details of present posting need to be given with specific reference to dates.
12	Please mention the number of years of continuous stay in the present station (if there are multiple tenures at particular station, only the details of latest tenure is to be mentioned)
13	Response should be either YES or NO
14	Response should be either YES or NO
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 provide four different stations based on your preferences. Repeating same station preferences shall be treated as invalid entry
15A	Response should be either YES or NO
16	Please mention the tenure with respect to your Substantial charge.
17	Provide the details of children and their education, if applicable.
18	Provide the details of working spouse details, if applicable.
19	Proofs to be mandatorily provided if the transfer/retention is sought on Children Educational grounds / Spouse working grounds
20	Fill any other grounds, which are not mentioned above & the same should be supported by documentary proofs mandatorily.