



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.

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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](http://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**.

Yours faithfully,

(SUVASIS DAS)

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

Encl: As above.

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.

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

1	NAME	:					PHOTO	
2	DESIGNATION	:						
3	CIVIL CODE / EMP NO.	:						
4	EDUCATIONAL QUALIFICATION	:						
5	DATE OF RETIREMENT	:						
6	HOME TOWN	:						
7	MOBILE NO.	:						
8	EMAIL-ID	:						
9	PRESENT RESI. ADDRESS	:						
10	WHETHER PH, IF YES, SUB-CATEGORY	:	..... : (OH / VH / HH / MD (Along with certificate and copy of entry in service register))					
11	PRESENT POSTING DETAILS	:	CCIT/Pr.CIT/CIT	Office (Range/Circle/ Ward)	Station	From Date	To Date	Cat. -1/ Cat.- 2
12	PERIOD OF CONTINUOUS STAY IN PRESENT STATION	:	..... No.of Yrs from ..... to..... Period at ..... Station					
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	:	..... : (YES / NO)					
15	CHOICE OF STATION (If response is 'YES' 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)	:	1	2	3	4		
15A	WILLINGNESS FOR POSTING IN INVESTIGATION / CENTRAL CHARGES	:	..... : (YES / NO)					
16	IF WORKED/WORKING IN INVESTIGATION / CENTRAL CHARGES, SPECIFY THE TOTAL PERIOD FOR WHICH WORKED /WORKING IN SUCH CHARGES	:	In DGIT (Inv.)(HQ)/ Pr.DIT (Inv.)(HQ) for ..... Yrs from..... to..... period In Pr.DIT (Inv.) for ..... Yrs from..... to..... period In Pr.CIT (Central)(HQ) for ..... Yrs from..... to..... period In Pr.CIT (Central) for ..... Yrs from..... to..... 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	:						

*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 THE  
OFFICER /OFFICIAL

21	COMMENTS OF THE CONTROLLING OFFICER	:					
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SIGNATURE OF THE  
CONTROLLING OFFICER

22	REMARKS OF THE CCIT/Pr.CIT/CIT Concerned	:					
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SIGNATURE OF THE CCIT/Pr.CIT/CIT

**(To be submitted along with the Transfer Request Proforma only by  
the officers / officials, who have joined 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					
<b>(i)</b> 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.					
<b>(ii)</b> 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).					
<b>(iii)</b> Under Exam Column, the exact date of declaration (as given in declaration issued) should be indicated.					
<b>(iv)</b> 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.	
<b>Name</b>					<b>Staple passport size photograph</b>
<b>Rank</b>		Group			
Place of Posting/ Station					
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					
<b>Current Address</b>					
City		PinCode		State	
<b>Permanant Address</b>					
City		PinCode		State	...
<b>Contact Details</b>					
Telephone (O)		Telephone (R)			
Mobile No.		Email			
Data Card Information					
<b>Other Info</b>					
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.			

**Posting Profile**

Rank	Place/Station	Office (Pr.CIT/CIT)	Designation	From Date	To Date	Type

**Additional Charges**

Designation	Office (Pr.CIT/CIT)	From Date	To Date	Type

**Promotion Details**

Rank	Promotion Date	Confirmation Date	Remarks

**Spouse**

Spouse Name		Profession / Post Held	
Spouse work in Govt. ? (Yes/No)		Work in Income Tax Dept. ? (Y/N)	...
If Yes, Address		If Yes, Civil Code	

**Children**

Name	Birth Date	Study	Academic year	Copy of Proof Enclosed	Remarks

Education			
Name of Course / Degree	College / University	Year	Major Subjects
Training			
Training Name	Place	Period	Remarks
Exam			
Exam Name	Passing Date		
OTHER FAMILY MEMBERS (INCLUDING BROTHERS & SISTERS IRRESPECTIVE OF DEPENDENCY)			
Name	Relationship	Date of Birth	Occupation
OTHER DETAILS			
Recruitment Rank		Recruitment Quota	
Basic Pay		Spl. Pay / Personal Pay	
Next Increment Date			
Area of Specialisation			
Special Interest - Relating to Job			
- Not Relating to Job			
Languages Known	Read	Write	Speak
TELUGU			
ENGLISH			
HINDI			
...			
Old Name			
Permanant Post		Whether Probation? (Yes/No)	
Dt. of Working in Present Rank before Deptn. Charge			
Dt. of Working in Present Station			
Dt. of Reporting in Present Office			
Dt. of Continuation in Assesment / Non-Assesment Charge			
Any other information the officer/official wish to furnish, in brief.			
Details of election duties performed so far			
Election	Year	State	Constituency
			Duty performed***
** [Expenditure Observer/Polling Officer/Asst. PO/Other PO, etc.]			
Self Verification : Above data is correct as per my knowledge.			Sign :
			Date :

=====			
Signature		Signature	
Name		Name	
Designation of verified official		Designation of i/c of Estt. Section	
Station		Station	
Date		Date	
<b>Signature of Head Office</b>			
<b>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.</b>			
=====			
Controlling Officer's specific comments (either recommending or otherwise in respect of transfer request of the officer/official)		Name, Designation & Signature of the Controlling Officer with office stamp	
=====			
Remarks of the CIT/DIT concerned on the findings of the Controlling Officer		Name, Designation & Signature of the Controlling Officer with office stamp	

**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 <b>four</b> 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.