



कार्यालय प्रधान मुख्य आयकर आयुक्त,  
आन्ध्रप्रदेश व तेलंगाना, हैदराबाद  
Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
दसवीं तल, आयकर शिखर / 10<sup>th</sup> Floor, Income Tax Towers,  
एगार्ड्स .सी., हैदराबाद / AC Guards, Hyderabad – 500 004,  
टेलि./नं. Tel. No. 040 – 23425474, फैक्स /Fax 040-23241427  
E-mail: hyderabad.dcit.hq.admin@incometax.gov.in

F.No.Pr.CCIT/Estt/Misc/2021-22

Date: 10.08.2021

To  
All Group 'A' Officers posted in  
Andhra Pradesh and Telangana Region.

Sir / Madam,

Sub: Correction / updation of Executive Profile on irsofficersonline – Reg.

Ref: Letter in F.No.221/01/2021-CMD-III/2874, dated 30.07.2021, received from  
ITO(HQ), O/o. ADG-3, HRD, New Delhi

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Please refer to the above.

2. I am directed to forward the letter referred to above and request all Group 'A' officers posted in AP & Telangana region to immediately update their executive profiles on www.irsofficersonline.gov.in portal and keep them updated from time to time.

3. I am also directed to request all the officers to forward applications for deputation / empanelment to this office along with a certificate in respect of correctness of their executive profiles so as to enable this office to forward the same to the Competent Authority in time.

Yours faithfully,

*B. Srinivasa Rao* 10/8/21

(B. SRINIVASA RAO)  
Joint Commissioner of Income tax(OSD)  
(Hqs)(Admn.),  
O/o. Pr.CCIT, AP & Telangana, Hyderabad.

Encl: As above.



Government of India/Ministry of Finance  
Department of Revenue/Central Board of Direct Taxes  
Directorate General of Income-tax (HRD)  
2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium,  
Gate No. 1, New Delhi - 110003  
Email : hrd.deputation@incometax.gov.in

F.No.221/01/2021-CMD-III /2874

Dated: 30.07.2021

To,

All Pr. Chief Commissioners of Income Tax, (CCA) and  
Pr. Director Generals of Income Tax (attached Directorates of the CBDT)

Madam/Sir,

**Sub: Updating of Executive Profile of IRS Officers on the IRS Website - regarding-**

Kind reference is invited to the above and also to letter F.No.DBC/AGT 2021/127 dated 27.01.2021 issued by Database Cell, CBDT in this regard.

2. In this regard, the undersigned is directed to inform that the responsibility of maintaining the correct and updated Executive Profile is on the individual officer as well as the respective CCAs. Information on the Executive Profile is used for processing matters related to deputation, empanelment, transfer & posting, etc. Therefore, it is important that the information on the Executive Profile remains updated and accurate. Further, the Pr.CCIT(CCAs) are also requested that while forwarding any application of officers for deputation, empanelment, training, etc., the correctness of the data in the Executive Profile of the officer may be certified.


3. In view of the above, the undersigned is directed to request that the officers working in your region/charge may be instructed to correct/update their executive profiles on [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in), on an urgent basis.

4. This issues with the approval of the Chairman, CBDT.

Yours faithfully,  
sd/-

(K. R. Philips)  
Income Tax Officer,(HQ)  
O/o ADG-3, HRD, New Delhi

Copy to: The Webmanager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with the request to upload the letter on the website.

  
Income Tax Officer,(HQ)  
O/o ADG-3, HRD, New Delhi