

भारत सरकार
प्रधान मुख्य आयकरआयुक्त का कार्यालय,
आंध्र प्रदेश एवं तेलंगाना
9 वीं मंजिल, ए ब्लॉक,
आयकर शिखर,
ए.सी. गार्ड्स, हैदराबाद-500 004
टेलीफोन: 040 - 2342 5354

e: hyderabad.addlcit.infra@incometax.gov.in



GOVERNMENT OF INDIA

Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
9th Floor, A Block, Income Tax Towers,
A.C. Guards, Hyderabad-500004
Tel No: 040 - 2342 5354

e: hyderabad.addlcit.infra@incometax.gov.in

F.No.Pr.CCIT/HYD/INFRA/556/OFFICE SPACE/2025-26

Date: 17.03.2026

OFFICE MEMORANDUM

Sub: Allotment of Office Rooms at Income Tax Towers & Signature Towers, Hyderabad - Reg.

Ref: [1] OM in F.No.8/Pr.CCIT/Wel/Room Allott/2020-21, dated 14.12.2020.
[2] OM in F.No.Pr.CCIT/HYD/INFRA/556/OFFICE SPACE/2025-26, dated 01.12.2025
[3] OM in F.No.Pr.CCIT/HYD/INFRA/556/OFFICE SPACE/2025-26, dated 10.12.2025
[4] OM in F.No.Pr.CCIT/HYD/INFRA/556/OFFICE SPACE/2025-26, dated 19.12.2025

In partial modification to the Office Memorandum cited in the reference and in supersession of existing orders issued by this office in this matter, the Competent authority has approved the allotment of rooms at Income Tax Towers and Signature Towers, Hyderabad, as below:

Pr.CIT-1, Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	JCIT, Range-6, Hyderabad	I.T. Towers	621
2	ITO, Ward 14(1), Hyderabad	I.T. Towers	622
3	ITO, Ward-6(1), Hyderabad	I.T. Towers	623
4	ITO, Ward-10(1), Hyderabad	I.T. Towers	624
5	DCIT, Circle-6(1), Hyderabad	I.T. Towers	625
6	DCIT/ACIT, Circle-12(1), Hyderabad	I.T. Towers	545
7	ITO, Ward-12(1), Hyderabad	I.T. Towers	543
8	O/o. Addl. CIT, Range-3, Hyderabad	I.T. Towers	437
9	Record Room, O/o. Addl. CIT, Range-3, Hyd.	I.T. Towers	515
10	Record Room, O/o. Addl. CIT, Range-3, Hyd.	I.T. Towers	516

Pr.CIT-2, Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	Pr. CIT-2, Hyderabad	I.T. Towers	611
2	ITO (HQ)-1, O/o Pr. CIT-2, Hyderabad	I.T. Towers	613
3	PS, O/o Pr. CIT-2, Hyderabad	I.T. Towers	614
4	ITO (HQ)-2, O/o Pr. CIT-2, Hyderabad	I.T. Towers	615
5	ITO, TRO O/o Pr. CIT-2, Hyderabad	I.T. Towers	642
6	AO II , O/o Pr. CIT-2, Hyderabad	I.T. Towers	626
7	AO DDO, O/o Pr. CIT-2, Hyderabad	I.T. Towers	628
8	Addl. CIT, Range-8, Hyderabad	I.T. Towers	631
9	DCIT, Circle-8(1), Hyderabad	I.T. Towers	635
10	ITO, Ward-17(1), Hyderabad	I.T. Towers	634
11	ITO, Ward-8(1), Hyderabad	I.T. Towers	637
12	Record Room, O/o. Addl. CIT, Range-8, Hyd.	I.T. Towers	632
13	Record Room, O/o. Addl. CIT, Range-8, Hyd.	I.T. Towers	633
14	Addl. CIT, Range-2, Hyderabad	I.T. Towers	641
15	DCIT, Circle-2(1), Hyderabad	I.T. Towers	646
16	ITO, Ward-2(1), Hyderabad	I.T. Towers	645
17	ITO, Ward-11(1), Hyderabad	I.T. Towers	644
18	Record Room O/o Addl.CIT, Range-2, Hyd.	I.T. Towers	636
19	Record Room O/o Addl.CIT, Range-2, Hyd.	I.T. Towers	638

Pr.CIT (ReFAC) (Verification Unit)-1, Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	Pr.CIT(REAC), VU-1, HYD	Signature Towers	601
2	ITO(Hqrs), O/o Pr.CIT(ReAC), VU-1, HYD	Signature Towers	614
3	PS, O/o Pr.CIT(REAC), VU-1, HYD	Signature Towers	616
4	AO-I, O/oPr.CIT(REAC), VU-1, HYD	Signature Towers	605
5	AO-II, O/oPr.CIT(REAC), VU-1, HYD	Signature Towers	613
6	Addl.CIT/JCIT(REAC), VU-1(1), HYD	Signature Towers	902
7	DCIT/ACIT(REAC), VU-1(1)(1), HYD	Signature Towers	914
8	ITO(REAC), VU-1(1)(2), HYD	Signature Towers	906

9	ITO(REAC), VU-1(1)(3), HYD	Signature Towers	907
10	ITO(REAC), VU-1(1)(4), HYD	Signature Towers	615
11	Addl.CIT/JCIT(REAC), VU-1(2), HYD	Signature Towers	502
12	DCIT/ACIT(REAC), VU-1(2)(1), HYD	Signature Towers	513
13	ITO(REAC), VU-1(2)(2), HYD	Signature Towers	506
14	ITO(REAC), VU-1(2)(3), HYD	Signature Towers	507
15	ITO(REAC), VU-1(2)(4), HYD	Signature Towers	504*
16	ITO(REAC), VU-1(2)(6), HYD	Signature Towers	516*
17	DCIT/ACIT(REAC), VU-1(3)(1), HYD	Signature Towers	517**
18	ITO(REAC), VU-1(3)(4), HYD	Signature Towers	610

* Room No. 504 (currently the TT room) is to be partitioned to create two distinct office spaces: Room No. 504 and Room No. 516.

**The room currently designated as the Carrom Room is proposed for conversion into an office space, which will be assigned the new Room No. 517.

Pr.CIT (ReFAC) (Review Unit)-1, Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	ITO(REAC), RU-1(1)(3), Hyderabad	I.T. Towers	513
2	Addl.CIT/JCIT(REAC), RU-1(3), Hyderabad	I.T. Towers	511
3	DCIT/ACIT(REAC), RU-1(3)(1), Hyderabad	I.T. Towers	627

Pr.CIT (AUDIT), Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	ITO(IAP)-7, Hyderabad	I.T. Towers	926

CIT(Appeal), Unit-6, Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	CIT(Appeal), Unit-6, HYD	I.T. Towers	612
2	PS to CIT(Appeal), Unit-6, HYD	I.T. Towers	616
3	Staff, O/o CIT(Appeal), Unit-6, HYD	I.T. Towers	617

Addl.CIT/JCIT (Appeals), Hyderabad

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	Addl.CIT/JCIT(Appeals)-3, HYD	I.T. Towers	643

Camp office

S.NO.	OFFICE/UNIT	BUILDING	ROOM NO.
1	Visiting officers room (for JCITs and Addl.CITs)	I.T. Towers	849
2	Visiting officers room (for CITs and above)	I.T. Towers	436

2. In this regard, I am directed to request all Heads of Departments/Offices to note the following:
- To the extent feasible, relocation of existing furniture, fixtures, and computer peripherals from the current office to the new premises should be avoided. The respective Heads of Departments (HoDs) shall make the necessary entries/changes in the inventory registers accordingly.
 - This order shall come into effect from 26.03.2026 and the entire shifting process must be completed on or before 10th April, 2026.
 - Upon completion of the shifting, a detailed compliance report shall be furnished by the respective Heads of Departments (HoDs) to the Office of the Principal Chief Commissioner of Income Tax, AP & TG, Hyderabad. Any difficulties encountered during this process may be brought to the notice of the Office of the Joint Commissioner of Income Tax (Hqrs) (Infra, Coord. & CO), Hyderabad.
3. This issues with the approval of the Principal Chief Commissioner of Income Tax, Andhra Pradesh and Telangana.

काष मूलो दण्ड

Srikanth Reddy Y
17/03/26

(SRIKANTH REDDY Y, IRS)

Additional Commissioner of Income Tax,
(Headquarters) (Infrastructure, Coord. & CO),
O/o Pr.CCIT, AP & TG, Hyderabad.

Copy to:

- The Chief Commissioner of Income Tax, Hyderabad.
- The Chief Commissioner of Income Tax, Visakhapatnam.
- The Chief Commissioner of Income Tax, Vijayawada.
- The Pr.Commissioner of Income Tax (ReFAC), VU-1, Hyderabad.
- The Pr.Commissioner of Income Tax (ReFAC), RU-1, Hyderabad.
- The Pr.Commissioner of Income Tax -1, Hyderabad.
- The Pr.Commissioner of Income Tax-2, Hyderabad.
- The Pr.Commissioner of Income Tax (Audit), Hyderabad.
- The Commissioner of Income Tax (Appeals), Hyderabad.
- The Joint Commissioner of Income Tax (Appeal)-3, Hyderabad.
- The Addl. Commissioner of Income Tax (Hq)(Admin & Vig.), Hyderabad
- The official website.
- To file.