



प्रधान मुख्य आयकर आयुक्त का कार्यालय  
Office of the Principal Chief Commissioner of Income Tax,  
आंध्रप्रदेश एवं तेलंगाना/ Andhra Pradesh & Telangana,  
दसवीं मंजिल, 'सी' ब्लॉक, आयकर शिखर/10<sup>th</sup> Floor, 'C' Block, Income Tax Towers,  
ए सी गार्ड्स, हैदराबाद/ AC Guards, Hyderabad.  
Ph.No. 040-23237682 :: Fax. No. 040-23296498

F. No. PR.CCIT/AP&TS/HYD/PRO/Transit/2024-25

Dated: 07.10.2024

**C I R C U L A R**

Sub: Circulation of Transit Accommodation Allotment Application for allotment of Transit Accommodation at Hyderabad- Regarding.  
Ref: Circular in F. No. PR.CCIT/AP&TS/HYD/PRO/Transit/2024-25 Dated: 08.07.2024

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A fully furnished Transit Accommodation, comprising four bedrooms, a dining hall, and a kitchen, was inaugurated on 01.10.2024 at Villa No. 104F, Income Tax Colony, Road No. 10, Banjara Hills, Hyderabad. This facility has been established to provide temporary accommodation for officers of the Income Tax Department who report to duty in the offices located in Hyderabad due to transfer or postings. The same is ready for allotment.

The allotment of the Transit Accommodation is governed by the guidelines issued vide F.No. DIT(Infra)/U-II/PM-28/2013-14 dated 03.09.2013 by the Director of Infrastructure, CBDT, Department of Revenue. Further, the Transit Accommodation Allotment Rules and procedures have been circulated by this office vide. No. PR.CCIT/AP&TS/HYD/PRO /Transit/2024-25 Dated: 08.07.2024.

The Application Form and Undertaking for the allotment of Transit Accommodation are attached herewith for the convenience of the officers. Officers who intend to apply for Transit Accommodation are requested to submit the prescribed application form, duly filled, along with the required undertaking to the office of ITO (H.Qrs)(PR), O/o Pr.CCIT, AP & TS, Hyderabad for consideration and allotment of the Transit Accommodation.

This issues with the approval of the Competent Authority.

(M. Murali Mohan)  
Addl. Commissioner of Income Tax (Hqrs)(Admin & Vig.),  
O/o the Pr.CCIT, AP & TS, Hyderabad.



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**APPLICATION FOR ALLOTMENT OF TRANSIT ACCOMMODATION AT HYDERABAD**

1. Name of the Applicant (In Block Letters) :
2. Designation :
3. Civil Code/Employee Code :
4. Present Posting with Place of Office :
5. AO(DDO) :
6. Date of Supperannuation :
7. Category (SC/ST/General) :
8. Date from which continuously employed in Central Govt. including the foreign Services, if any. :
9. (a) Pay Level :  
(b) Basic Pay :  
(c) Date from which present Basic Pay is being drawn :  
(d) Present Grade Pay :  
(e) Date from which present Grade Pay is being drawn. :  
(f) Date of next increment :
10. Whether application has been made for Govt Accommodation in Hyderabad, if so, the date of application and status of allotment. :
11. Tentative Period of Stay (Maximum 6 Months) :
12. Whether spouse or any family members is employed in State/Central Govt. Dept./Undertaking/Local Bodies etc, if so, Please provide full particulars of employment and full address of the Drawing Officer :
13. Particulars of Transfer / Posting to Hyderabad may kindly be furnished (Copy of Transfer / Posting Order may be attached) :
14. Contact no of Officer & Mail ID(Name based) :

**Date:**

Signature of Applicant  
Name (in Block Letters)  
Designation & Office Details

## DECLARATION

1. I declare that I or my spouse / dependent children do not own a house / do not have a share in HUF/Joint Property house withing the Municipal limits of Hyderabad/Secunderabad
2. I declare that I or my spouse / dependent children own a house / have a share in HUF/Joint Property House within the Municipal Limits of Hyderabad / Secunderabad / Urban agglomeration of Hyderabad/Secunderabad, if so,
  - (i) Name of Owner of the House& :  
Relationship with the Govt. Servant
  - (ii) Locality & House No. :
  - (iii) Plinth Area :
  - (iv) Share of the Govt. Servant / :  
Spouse/ dependent Children, if held  
under HUF / Joint Property

(If owning more than one house, separate particulars of each house should be furnished)

3. I agree to abide by Transit Accommodation Rules and procedure for allotment of Transit Accommodation at Hyderabad under the Administrative Control of the Pr.CCIT, AP & TS, Hyderabad vide Memorandum in F.No. PR.CCIT/AP&TS/HYD/PRO/Transit/2024-25 dated 08.07.2024.
4. I declare that the particulars furnished above are correct and that the allotment is liable to cancel without prejudice to any other section that may be taken under the rules if the information furnished by me is found incorrect.

**Date:**

Signature of Applicant

Name (in Block Letters)

Designation & Office Details

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**(To be filled by the Administrative Office)**

Certified that the facts mentioned by the officer regarding items above are true to the best of my knowledge and office records.

**Date:**

Signature of Concerned Officer

Designation

Present Pay Scale	Present Basic Pay	Date from which present Basic Pay is being drawn	Present Grade Pay	Date from which Present Grade Pay is being drawn

**Date:**

Signature of Applicant

Name (in Block Letters)

Designation & Office Details

**(To be filled by the Administrative Office)**

Certified that the facts mentioned by the officer regarding the above items is correct as per the Service Register / office records.

**Date:**

Signature of Concerned Officer

Designation