

भारत सरकार
प्रधान मुख्य आयकरआयुक्त का कार्यालय,
आंध्र प्रदेश एवं तेलंगाना
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GOVERNMENT OF INDIA

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F.No.Estt/Pr.CCIT/Pension/2026-27

Dated: 11.09.2026

To
All the Heads of Department
Income tax Department, AP & Telangana Region

Madam/Sir,

Subject: Estt. - Pension Cell in the O/o Pr. CCIT, AP & Telangana
Region - Centralisation and Digitisation of Service Registers
of Retired Employees - Reg.

I am directed to inform that a Pension Cell has been established in the O/o Pr. CCIT, AP & Telangana Region for coordinating and monitoring matters relating to the Service Registers and pension-related records of retired employees.

2. The Service Registers of retired employees are presently maintained at different offices/locations. As the first step towards their centralisation through the Pension Cell, the Service Registers of all retired employees available in the respective offices are required to be identified and digitised.

3. The concerned ITO (HQ) / AO, Establishment / AO DDO shall coordinate the identification of the Service Registers of retired employees available in their respective offices/custody. The work shall be carried out under the guidance and supervision of the concerned Head of Department (HoD).

4. The concerned officers shall extend necessary cooperation to the Departmental Nodal Officer of the Pension Cell and the Area Nodal Officer nominated by the Income Tax Department Pensioners' Association, AP & Telangana Region, for identifying all the Service Registers of retired employees pertaining to their respective areas and facilitating their digitisation and subsequent centralisation.

5. Physical verification of the digitised Service Registers by the concerned ITO (HQ) / AO, Establishment / AO DDO, jointly with the Area Nodal Officer nominated by the Income Tax Department Pensioners' Association, AP & Telangana Region, with reference to the original Service Registers and under the supervision of the concerned Head of Department (HoD), to ensure the correctness and completeness of the digitised records.

6. After completion of digitisation, the original/hard copies of the Service Registers shall continue to remain in the safe custody of the concerned Custodian Officer/Office. The original/hard copies shall not be physically transferred to the O/o Pr. CCIT, AP & Telangana at this stage.

7. The original/hard copies shall be physically handed over to the O/o Pr. CCIT, AP & Telangana only upon issuance of specific orders/instructions by the O/o Pr. CCIT, AP & Telangana in this regard.

8. All the Heads of Department are requested to ensure full cooperation and timely action for completion of the above work.

This issues with the approval of the Pr. CCIT, AP & Telangana Region.

Yours faithfully,



(SUNIL GOUTAM TADIMALLA, IRS.)

Addl. Commissioner of Income Tax (Hqrs.) (Admn. & Vig.)
O/o Pr. CCIT, AP & TG, Hyderabad