



प्रधान मुख्या आयकर आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,**  
आंध्र प्रदेश एवं तेलंगाना/Andhra Pradesh & Telangana,  
१०थ फ्लोर , इनकम टैक्स टावर्स/ 10<sup>TH</sup> Floor, Income Tax Towers,  
एसी गार्ड्स , हैदराबाद /AC Guards, Hyderabad – 500 004,  
Tel. /Fax No. 040 – 23425474/23241427/23240403.

F.No.Pr.CCIT/AP&TS/Estt./ Circulation/2023-24

Date: 09.11.2023

To

All the Heads of Department,  
Andhra Pradesh and Telangana Region.

Madam/Sir,

**Sub:** Updation of data/profile of all the employees of Income Tax Department on HRMS portal of CBDT-Reg. - Regarding.

- Ref:** i) This office letter in F.No.Pr.CCIT/AP&TS/Estt./ Circulation/2023-24 dated 14.09.2023.  
ii) This office letter in F.No.Pr.CCIT/AP&TS/Estt./ Circulation/2023-24 dated 25.09.2023.  
iii) This office letter in F.No.Pr.CCIT/AP&TS/Estt./ Circulation/2023-24 dated 25.09.2023.

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Kindly refer to the above.

Please refer to this office letters cited under reference (1),(2) & (3) wherein this office has requested for updation of data/profile of all the employees of Income Tax Department on HRMS portal of CBDT and furnish a compliance report. However, it is observed that most of the offices have not updated data/profile of all the employees (Group 'A', 'B' and 'C') of Income Tax Department on HRMS portal of CBDT.

Further, I am directed to communicate that the office of HRD is in urgent need of the following fields and requested for immediate updation of data on HRMS Portal.

- ii. Name
- iii. Designation
- iv. Date of Birth
- v. Father's Name
- vi. E-mail ID
- vii. Mobile No.

In view of the above, you are requested to update the above fields on HRMS portal on **URGENT basis** and send a compliance report to this office immediately by **return of e-mail**.

Yours faithfully,

(SUVASIS DAS)

Deputy Commissioner of Income Tax(H.Qrs)(Admn.)(i/c)  
O/o Pr. CCIT, AP&TS, Hyderabad.

To

The All Officers & Officials of AP & TS region.