



प्रधान मुख्य आयकर आयुक्त का कार्यालय,
आन्ध्र प्रदेश एवं तेलंगाना
Office of the Principal Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004
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CIRCULAR

Sub: Notice of VRS of the employees of the Income Tax Department –
Regarding.

It has been the experience for the past some time that the notice/letter seeking VRS from service is sent to this office without providing the required documents/certificates and also the letters forwarded are delayed leaving very little time for this office to take a decision in this matter.

2. In this regard, I am directed to request all the Heads of Offices to ensure that the notice/letter for VRS is forwarded to this office within 15 days from the date of its receipt along with the following certificates/documents:

- i. Rule under which the employees seek VRS must be indicated.
- ii. The Qualifying Service Certificate under Rule 48A or 48(1) of CCS Pension Rules, 1972 & FR 56K should be verified by the concerned Zonal Accounts Officer.
- iii. Recommendation of the concerned Competent Authority.

3. This issues with approval of Pr.CCIT, AP&TS, Hyderabad

B. Srinivasa Rao
7/9/21

(B. SRINIVASA RAO)(I.R.S)
Joint Commissioner of Income Tax(OSD)
(HQrs)(Admn)
O/o Pr. CCIT, A.P.& Telangana

To
All the Heads of Offices, AP & Telangana Region