



**Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana**
10th Floor, Income Tax Towers, AC Guards, Hyderabad-500 004
Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Estt/21/AGT-2021/2020-21

Date: 21-01.2021

To
All the Heads of Offices
Andhra Pradesh & Telangana.

Sir/Madam,

Sub: Establishment – Employee Profile cum Transfer Request Proforma for
Annual General Transfers 2021 – Reg.
Ref: This office letter in F.No. Pr.CCIT/Estt/21/AGT-2021/2020-21 dt.
11.12.2020

Please refer to the above.

The duly filled in Transfer Proforma of the officers/officials for AGT 2021 have not been received from most of the offices till date.

In this regard I am directed to request the Head of Offices to direct the officers/officials to submit the duly filled in Transfer Proforma immediately and subsequently the same may please be forwarded to this office latest by 5th Feb 2021 positively for effecting **AGT 2021**.

This may be treated as **MOST URGENT**.

Encl: As above.

Yours faithfully,

B. Srinivas
21/1/2021

(B SRINIVASA RAO)

Jt..Commissioner of Income Tax(OSD)
(HQrs)(Admn), Hyderabad

Copy to:

1. The Chief Commissioners of Income Tax, Hyderabad
2. The Chief Commissioners of Income Tax(ReAC)Vijayawada/(ReAC)Visakhapatnam.
3. The Director General of Income Tax(Inv), Hyderabad.