

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 / 10TH FLOOR, INCOME TAX TOWERS,  
एसी गार्ड्स, हैदराबाद /AC GUARDS, HYDERABAD – 500 004,  
TEL. /FAX NO. 040 – 23425474/23241427.

F.No.Pr.CCIT/Estt/Misc./2020-21

Date: 02/09/2020

**OFFICE MEMORANDUM**

Sub: Income tax Department – Establishment matters – Entry of details of family members of employee in Form-3 – Verification thereof – Calling for Compliance report – Reg.

Ref: F.No.Pr. CCIT/Estt/Misc/2019-20, dated 14/02/2020.

\*\*\*\*\*

Kind attention of all Heads of Office/DDOs is drawn to this office memorandum of even number dated 14/02/2020, wherein it was directed to take on record the details of family members (Form No.3) submitted by an employee, only after thorough verification with reference to income certificate issued by a competent revenue authority. It was further directed to review the dependency periodically and to allow any claim only as per the definition of 'Family' under relevant rules.

It has been noticed that the claim of dependency has been made in violation of existing rules. Necessary enquiries have been initiated in such cases. It is brought to your notice that both employee submitting Form-3 as well as officials accepting Form-3 are responsible for the correction of the same.

In this regard, the undersigned is directed to call for a certificate that all the Form-3 of employees under their administrative control have been verified in compliance with the above OM by the Heads of Office/DDOs. The certificate should reach this office by 15/09/2020.

  
(डॉ. एम्. मोहन बाबू)/(M. MOHAN BABU)  
आयकर उप आयुक्त (मुख्यालय) (प्रशा)  
Dy. Commissioner of Income Tax  
(H.Qrs)(Admn.)  
प्रधान मुख्या आयकर आयुक्त का कार्यालय, हैदराबाद  
O/o.the Pr.CCIT, AP&TS, Hyderabad.

1. All Heads of Office and DDOs in Andhra Pradesh and Telangana Region.
2. The ZAO, CBDT, Hyderabad/Visakhapatnam.
3. All Heads of Department for kind information.