



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
ANDHRA PRADESH & TELANGANA**

**10th Floor, Income Tax Towers, AC Guards, Hyderabad - 500 004,
Tel. No. 040 - 23425474, Fax 23241427 Fax: 040 23240403**

F.No. Pr. CCIT/Estt/21/EPTRP-2016

Date : 01.02.2016

FINAL REMINDER

**To
All the Heads of Office in A.P & Telangana Region**

Sir/Madam,

Sub : Establishment - Employee Profile cum Transfer Request Proforma
(EPTRP) for Annual General Transfers 2016-17 - Regarding.

Ref: - This office letter of even number dated 28.12.2015

As communicated vide this office letter cited under the reference, a CD consisting of the EPTRP of the officers and officials of your office has been sent for filling up / updation / correction by the officer / official concerned.

In this connection, I am directed to request you to ensure that the duly filled in / updated / corrected EPTRPs reach this office on or before 08.02.2016 positively, so as to enable this office to update the employees database in time for the ensuing AGT 2016. **The individual employees may be informed that in the event of non-receipt of EPTRP by 08.02.2016, the transfers will be carried out based on the administrative requirement and the information available on record in case of such employees.**

This issues with the prior approval of the **Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.**

Yours faithfully,

Sd/-
(M. NAVEEN)
Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o - Pr. CCIT, AP & TS

Copy to:

- (1) The Chief Commissioner of Income Tax, Hyderabad / Vijayawada / Visakhapatnam and Director General of Income Tax (INV), Hyderabad
- (2) Notice Board
- (3) Website www.incometaxhyderabad.org for information and compliance from all employees.


(M. NAVEEN) 1.2.16
Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o - Pr. CCIT, AP & TS