



Office of the  
Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana,

10th Floor, Income Tax Towers, A C Guards, Hyderabad - 500004

F.No.Pr.CCIT/AP&TS/Estt/Transfer Policy/2021-22

Dated: 23.08.2021

**TRANSFER POLICY FOR GROUP 'B' (NON-GAZETTED) & GROUP 'C'  
OFFICIALS (OTHER THAN STAFF CAR DIRIVES) OF INCOME TAX  
DEPARTMENT, AP & TS REGION**

**I. OBJECTIVE OF THE POLICY:**

The Pr.Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, is the Cadre Controlling Authority, for all the Officials working in two states of Andhra Pradesh and Telangana. The Transfer Policy is formulated to

- Harmonise the objectives of institutional memory,
- Bring greater efficiency, effectiveness and transparency,
- Avoid development of vested interest,
- Provide exposure to different set-ups,
- Provide better opportunities for excellence,
- Facilitate proper career planning for overall growth.

The policy also aims to align human resource management of the Department in the two states with the overall organizational growth of the Income Tax Department.

II. This Transfer Policy shall take effect from AGT - 2021 and would be applicable to all the Group 'B'(Non-Gazetted) & Group 'C' Officials in the Cadre Controlling Region of Pr.CCIT, AP & TS.

**III. GENERAL PRINCIPLES:**

1. Transfers shall be made ensuring minimum hardships in order to meet the administrative exigencies.
2. The annual transfers and postings shall be made every year by the Pr.CCIT, AP&TS preferably by 30th April of the Calendar Year.
3. For the purpose of transfer policy, various offices of AP & TS region are classified into two categories:

Category - 1: All Administrative Offices (Pr.CCIT, CCsIT, PCsIT/PDIT, CsIT/DIT, etc.) Judicial, ReFAC (AU)/(VU)/(RU), Audit, MSTU, ITAT, All CsIT(Faceless Appeal Unit).

Category - 2: TDS, Exemption, I&CI, Jurisdictional Assessment Charges, Transfer Pricing, International Taxation, TRO, Investigation Wing, BPU, Central, CIT(Appeal)-10,11&12 Hyderabad and CIT(Appeal)-3, VSP and the offices not mentioned in Category-1 above.

The tenure for ITIs posted in stations Hyderabad, Visakhapatnam and Vijayawada will be 2 years in each category above and for others stations in category-1 is 2 years and in category-2 is 3 years.

The tenure for other officials for category-1 is 2 years and for category-2 is 3 years.

#### **4. TENURE AT STATIONS:**

An Official will be liable for transfer to another station after a continuous stay at a station as mentioned in the following table:

Maximum Continuous Stay	Stations
15 years	Hyderabad
10 years	Visakhapatnam
10 years	Vijayawada
5 years	Guntur, Tirupati, Kurnool, Rajahmundry
3 years	All stations other than those listed above.

4.1 For the purpose of counting continuous stay at a station and tenure at a post, stay of more than 180 days in a financial year in that station/post shall count as one year. For counting continuous stay, service in the lower grade shall also be taken into account.

4.2 On promotion, an official will be normally transferred from the station he is working to another station.

4.3 The new recruits are to be posted at first to deficit Mofussil places to reduce the burden of transfers of the existing officials as far as possible.

#### **5. EXCEPTIONS:**

a) Officials who have less than two years of service as on 1st April, would be given preference to one of their places of choice, subject to Administrative constraints.

b) Officials due to retire within 6 months from the end of the month in which order is to be released will not be transferred from the

current office or place of posting keeping in view of processing of pension papers.

c) Officials may request for retention at the same station on completion of their tenure/make a request for transfer to another station before completion of their tenure on compassionate/medical grounds (self or family). Such requests will be considered subject to administrative constraints.

d) Request for retention on educational grounds will be considered, subject to administrative constraints, only in cases where the children of Officials would be studying in 10th or 12th Standard in that financial year in which the transfer is to be effected.

e) The Pr.CCIT may relax the stay/tenure limits prescribed in respect of transfer in a particular year on administrative grounds

#### **6. TRANSFER ON COMPLETION OF TENURE:**

a. On completion of station tenure, an Official would be considered for transfer to another station.

b. An Official will be accommodated in one of the 03 stations opted for, subject to administrative constraints.

c. In case the number of eligible persons seeking transfer to a station is more than the number of vacancies otherwise available in that station, Officials who have completed the tenure at the requested station would be liable to move out based on station seniority. The posting at requested station shall in the following manner:

(i) Officials who have never worked in that particular station will be given first preference for posting there and

(ii) Officials who have worked for lesser duration in that station will be considered thereafter.

d. The two of the three principal office bearers- President, Secretary and Treasurer of the recognized Association will be allowed to be retained at the Head Quarters of the Association till the next General Transfer.

#### **7. REQUEST TRANSFERS (transfers before completion of tenure at a Station)**

a) An Official shall not be eligible for posting in the same station unless he/she completes the minimum cooling-off period of two years (AGT to AGT).

b) The request transfer will be considered subject to administrative constraints and availability of vacancies.



c) In case, the number of Officials opting for posting to a particular station exceeds the number of vacancies available in that station, the posting will be decided in the following manner:

- (i) Officials who have never worked in that particular station will be given first preference for posting there
- (ii) Officials who have worked for lesser duration in that station will be considered thereafter.

#### **8. POSTINGS IN CASE OF WORKING SPOUSE:**

In case of working spouse, postings will be made in compliance with DoPT OM in F.No.28034/9/2009-Estt(A) dated 30.9.2009.

#### **9. POSTING OF PHYSICALLY CHALLENGED PERSONS:**

Such persons shall be given posting near to their native places/preferred places within the region, as far as possible, subject to administrative constraints.

#### **10. TRANSFERS ON ADMINISTRATIVE GROUNDS:**

An Official may be transferred to any place or to any post in the cadre controlling region at any time on administrative grounds.

#### **11. TRANSFER IN CASE OF DISCIPLINARY PROCEEDINGS / VIGILANCE PROCEEDINGS:**

The Officials shall be posted to non-sensitive charges.

#### **12. ROTATION OF POSTS:**

In line with the objective of the transfer policy, an Official will be rotated:

a. In order to give varied experience in all areas of work in the Department, the postings of the official will be rotated to as many work areas as possible subject to administrative convenience. The officials may be rotated to different posts than they have worked earlier.

Consequent to introduction of Faceless Assessment Scheme (ReFAC) in our Department, the entire work area will be classified as "CATEGORY-1" and "CATEGORY-2" as per para III(3) above. In general there will be rotation of postings from Category-1 work area to Category-2 work area and vice versa. The tenure for ITIs posted in stations Hyderabad, Visakhapatnam and Vijayawada will be 2 years in each category(cat-1 & cat-2) and for others stations in category-1 is 2 years and in category-2 is 3 years respectively. The tenure for other officials for category-1 is 2 years and for category-2 is 3 years in any of the stations. For this purpose, the period of tenure in both the work areas for more than or equal to 06 months as on 1<sup>st</sup> April will be counted as a completed year.

b. In cases where the Official is willing to continue in Category-1 Work Area, the same may be considered subject to administrative feasibility and limited to overall stay in a Station.

*B*

- c. As far as possible, a senior will be given preference while posting to important/sensitive charges
- e. The tenure in the following set ups are categorized as “sensitive”(for the purpose of Clause11)
- (i) Investigation (ii) Central Charges (iii)Vigilance (iv) I&CI
- f. Considering Investigation wing as a sensitive and as it involves highly strenuous work, the officials who have less than three years of service to retire as on 1<sup>st</sup> April of respective AGT year may not be posted to investigation wing subject to administrative convenience.
- g. As far as possible, an Official shall not be posted again to the same post and/or the same office
- h. Since, the posting of an Official from one place/post to another is in terms of the transfer policy, any do-duty/deputation order to meet administrative exigencies, shall be made only by the Pr.CCIT.
- i. In case of working couples, if the spouse of an official is working outside the Department, posting in the same station as the spouse will be allowed if he/she is otherwise eligible and subject to availability of vacancies in that station.

#### **IV. REPRESENTATION:**

Unless the transfer order is cancelled, either suo-motto or on representation, before the due date of relieving, the transferee shall be relieved on the due date. It is clarified that representation made against the transfer shall not confer any right whatsoever on the officer to continue at the previous post in defiance of the transfer order.

#### **V. POWERS TO RELAX:**

The Pr.CCIT, Andhra Pradesh & Telangana shall be the final authority to interpret these guidelines. The Pr.CCIT, Andhra Pradesh & Telangana shall be competent authority to relax any of the guidelines herein above in appropriate cases having regard to the administrative exigencies.

**BY THE ORDER OF PR.CHIEF COMMISSIONER OF INCOME TAX  
ANDHRA PRADESH & TELANGANA**

*B. Srinivasal*  
23/5/21  
(B SRINIVASA RAO)

Joint Commissioner of Income Tax(OSD) (Hqrs)( (Admn)  
O/o Pr. Chief Commissioner of Income Tax,  
TS &AP , Hyderabad