

Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.

F. No. Pr.CCIT/4(6)/Estt/ITO/2020

Date: 8/10/2020

Sub: Establishment – I.T. Department, Hyderabad – **Transfers and postings of Income Tax Officers** – orders – Issue of – Regarding.

ORDER NO. 36 OF 2020

The transfers and postings of the following Income Tax Officers are hereby ordered with immediate effect and until further orders.

SL. NO.	NAME OF THE OFFICER S /Sri /Smt.	TRANSFERRED FROM	TRANSFERRED TO
1	MARY SUSEELA N	ITO, WARD-1, GUDIVADA	ITO(ReAC)(AU)-1(4)(5), VISAKHAPATNAM Stationed at GUDIVADA
2	MOHAMMAD RIYAZ	ITO(ReAC)(AU)-1(4)(5), VISAKHAPATNAM Stationed at GUNTUR	ITO(ReAC)(VU)-1(2)(4), GUNTUR Stationed at GUNTUR
3	RAMA PRASAD NALLAJARLA	ITO(ReAC)(VU)-1(2)(4), GUNTUR, Stationed at ELURU	ITO, WARD-1, GUDIVADA

2. All the Heads of Office are required to relieve the Officers under orders of transfer positively by 13/10/2020.

3. The Officers under orders of transfer shall not be granted Earned Leave by the Competent Authority under whom they are presently working. Leave applications, if any, may be forwarded to the new place of posting for necessary action.

4. The officers whose names are mentioned in this order are required to submit the pendency of significant actions (as per template attached) and ensuring hand over of seized / impounded documents to the relevant Residuary officer for their erstwhile Ward before they relinquish their charges.

5. The Pr.CsIT/Pr.DIT/DsIT/CsIT shall ensure that proper handing/taking over of records (as per template attached) is completed by 13/10/2020. A compliance report in this regard should be submitted to the O/o.Pr.CCIT, AP & TS, Hyderabad by 15/10/2020 positively.

6. All the above mentioned officers should be relieved by 13/10/2020 positively. The Heads of Offices concerned are requested to ensure that the officers under order of transfer submit their self appraisal and/or report/review of APARs for the year 2019-20/part APAR for the current year before handing over the charge. The compliance report regarding relieving/joining of the above officers may be forwarded to the O/o.Pr.CCIT, AP & TS, Hyderabad by 30/09/2020 positively.

B. Divya
8/10/2020

7. The respective Principal Commissioners / Commissioners / Principal Directors / Directors of Income Tax shall make necessary additional charge arrangements for the vacant posts in their jurisdiction.

8. All representation received, stands disposed off.

9. This order is issued with the prior approval of the Pr.CCIT, AP&TS.

11. Hindi version follows.

Sd/-

(PEEYUSH SONKAR)
Commissioner of Income Tax(Admn. & TPS),
Andhra Pradesh & Telengana.

Copy to:

1. The Officers concerned.
2. The CCsIT, Hyderabad/ Vijayawada / Visakhapatnam and DGIT(Inv.), Hyderabad.
3. All the Pr.CsIT/CsIT/Pr.DsIT/DsIT in AP & Telengana Region.
4. All the Heads of Offices in A.P. & Telengana Region.
5. The AD(OL), Hyderabad for preparation of Hindi version.
6. The Secretary – IRS Officers Association/ITGOA, AP & TS Unit/ITSEWA, ITOBC Association, Hyderabad.
7. The ZAO, CBDT, Hyderabad
8. The Stock file/Personal file/Data Base File.
9. All the Sections in Pr.CCIT's Office in Hyderabad.

B. Srinivasa Rao
5/10/2020

(B SRINIVASA RAO)
Deputy Commissioner of Income tax
(HQrs)(Admn), Hyderabad.

Template for Handing Over Note

The Assessing Officers should prepare a detailed Handing-Over Note containing all the time-barring actions including the following areas of work:

- (i) Scrutiny Assessments of all categories with date on which the assessment is getting barred by limitation(Time-barring date)
- (ii) Penalties of all categories
- (iii) Retention of books/documents
- (iv) Various Registers maintained in the respective Circle/Ward with status of updation
- (v) Survey Folders and status of submission of preliminary and final survey reports to higher authorities
- (vi) Dossier reports/folders
- (vii) RAP/IAP objections including status of remedial action

- (viii) Status of pending Scrutiny Reports on CIT(A)/ITAT/High Court orders
- (ix) Status of pending rectification applications and consequential orders
- (x) Status of pending grievances in E-nivaran and CPGRAMS
- (xi) Status of Action Plan Targets in respect of various areas of work as per Central Action Plan
- (xii) Report called for by the Pr.CCIT(vide letter dated 7.7.2020) with regard to Cases identified for Vivad-Se-Viswas Scheme.
- (xiii) Information received from various Directorates of the department and Other Offices including status of action taken/to be taken on such information.
- (xiv) Any other matter pending in the respective Circle/Ward which needs to be brought to the notice of the incumbent officer.
- (xv) Details of prosecution cases – Launched, proposals pending & compounding.
- (xvi) Number of pending cases U/s.263, 264
- (xvii) TRC's pending with TRO
- (xviii) Disciplinary cases pending & Court cases pending.