



**Office of the Principal Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana**

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F.No. Pr.CCIT/Estt/ICT/2017-18

Date: 17/10/2017

**MEMORANDUM**

**Sub:** Establishment – Income Tax Department, Andhra Pradesh & Telangana –  
**Considering of Inter-Charge Transfer applications of Non-Gazetted  
Officials from AP & TS charge to other regions and Vice-versa –**  
Regarding.

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It is decided that the Inter-Charge Transfer (ICT) applications of Non-Gazetted officials from Andhra Pradesh and Telangana Region to other Regions and vice-versa, will be processed **three times in a year**, in the light of frequent ICT applications made and therefore causing administrative inconvenience in ascertaining the man power requirement vis-à-vis workload and sanctioned strength. The time table is shown below:

Period	Due date for receipt at O/o Pr. CCIT	Time to process applications
1 <sup>st</sup> December to 31 <sup>st</sup> March	Before 10 <sup>th</sup> April.	APRIL Month
1 <sup>st</sup> April to 31 <sup>st</sup> July	Before 10 <sup>th</sup> August.	AUGUST Month
1 <sup>st</sup> August to 30 <sup>th</sup> November	Before 10 <sup>th</sup> December.	DECEMBER Month

2. All the officials seeking for ICT to other regions and who meet the eligibility criteria for ICT as on 31<sup>st</sup> March, 31<sup>st</sup> July and 30<sup>th</sup> November should file their application with their respective Head of Office/Department. The Controlling Officers are requested to ensure that the applications are received at the O/o Pr. CCIT, Hyderabad within 10 days. Applications received after 10 days of the scheduled months (April, August & December) will be considered in the next scheduled month.

3. The officials who have already filed their applications for ICT, which are pending with this Office, need not file fresh applications again.

4. This issues with the approval of the Principal Chief Commissioner of Income Tax, AP & TS, Hyderabad with immediate effect.

  
(KIRAN KATTA)

Addl. Commissioner of Income Tax,  
(Hqrs)(Admn.)  
O/o Pr. CCIT, A.P & Telangana.

To

All the Heads of Department/Office in Andhra Pradesh and Telangana for circulation to all officials concerned and necessary compliance.

Copy to:

1. The Chief Commissioners of Income Tax, Hyderabad Vijayawada/Vishakhapatnam
2. The Director General of Income Tax, Hyderabad

  
(KIRAN KATTA)

Addl. Commissioner of Income Tax,  
(Hqrs)(Admn.)  
O/o Pr. CCIT, A.P & Telangana.