



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

F.No.Pr.CCIT/Estt/Transfer Policy/2017-18

Dated:06.04.2017

TRANSFER POLICY FOR GROUP 'C' OFFICIALS (OTHER THAN STAFF CAR DRIVERS) 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 the 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, 2017 and would be applicable to all the Group 'C' Officials [Other than Staff Car Driver(SCD)] in the Cadre Controlling Region of Pr.CCIT, AP & TS. This transfer policy is formalized pursuant to the DoPT OM in F.No.11013/10/2013-Estt-A dated 02.07.2015.

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.

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3. 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, Eluru, Nellore, Kakinada
3 years	All stations other than those listed above.

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.

4. 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 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.
- c) 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.
- d) In case of shortage of officials in a particular Station, the Pr.CCIT may relax the stay/tenure limits prescribed in respect of transfer in a particular year.



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5. 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 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.

6. 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.



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7. 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.

8. POSTING OF PHYSICALLY HANDICAPPED PERSONS:

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

9. 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.

10. TRANSFER IN CASE OF DISCIPLINARY PROCEEDINGS / VIGILANCE PROCEEDINGS:

The officials shall be posted to non-assessment and non-sensitive charges.

11. ROTATION OF POSTS:

In line with the objective of the transfer policy, an official will be rotated as under:

a. 3 years of Assessment and 2 years of Non-assessment work in a block period of 5 years:

All the officials who have completed 3 years or 30 months as on 31st March in Assessment and 2 years or 18 months as on 31st March in Non-Assessment shall be shifted from the present post. This is to ensure that in a block period of 5 years, every official gets to work for 3 years in Assessment and 2 years in Non-Assessment. As far as possible, the official shall not be posted again to the same Range on rotation.

b. As far as possible, senior officials would be posted to Corporate/Central Ranges.

c. Where an official requests to continue in non-assessment, the same shall be considered subject to administrative constraints.

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d. The tenure in the following set ups are categorized as "non-assessment":

- i. All Head Quarters posts in the O/o Pr.CCIT/CCIT/DGIT/PCIT/CIT/CIT(A).
- ii. All posts in Judicial /Audit / I&CI /TRO/TDS/MSTU/ Investigation/ International Taxation and Transfer Pricing(IT&TP)/ ITAT/ Salary Ranges in Hyderabad and Visakhapatnam.

e. The tenure in the following set ups are categorized as "sensitive"(for the purpose of Clause 10) :

- (i) Investigation; (ii) Central (iii) Vigilance

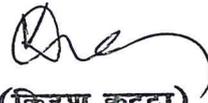
f. Since, the posting of an official from one place/post to another is in terms of the transfer policy, any do-duty/deputation order, to meet administrative exigencies, shall be made only by the Pr.CCIT.

12. 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.

13. This transfer policy dated 06.04.2017 incorporates changes following the finalization and release of transfer policy of Group'B' officers[dated 6.4.2017]. TDS is now classified as Non-Assessment. The present policy substitutes the earlier transfer policy issued on 24.03.2017.

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



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