

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
9 वीं मंजिल, सी ब्लॉक, आयकर शिखर,  
ए. सी. गार्ड्स, हैदराबाद-500  
Fax: 040-23240403  
Fax: DC (Vig):040-23236724  
E-mail : ccithyd@nic.in



सत्यमेव जयते  
Telephone:  
DC(Vig):23425484  
(Section)23425485  
23425486

GOVERNMENT OF INDIA

Office of the  
Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana  
9<sup>th</sup> Floor, 'C' Block,  
IT Towers, A.C.Guards,  
Hyderabad – 500 004.

F.No. Con.Vig.14(135)/Circular/2015-16

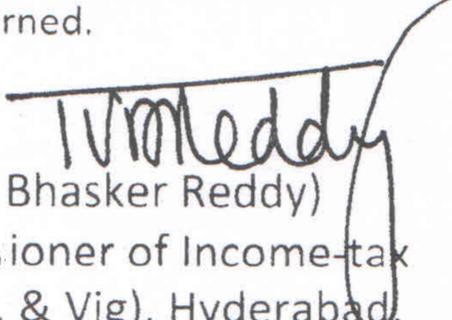
Dated: 24.08.2015

**CIRCULAR**

Sub: Intimations/permission in respect of transaction in Movable/immovable Property submitted by the Officers/Officials-Reg.

It has been observed that intimations/permissions under rule 18(2) and 18(3) of CCS(Conduct) Rules, 1964 submitted by the officers/officials instead of being processed by the Competent Officers, are routinely being forwarded to this office. In order to streamline the process, the following instructions are issued for strict compliance.

1. All the Intimations/permissions in respect of transaction in Movable/Immovable property submitted by the Commissioners of Income-tax will be processed at office of the CCIT(CCA).
2. All the Intimations/permissions in respect of transaction in Movable/Immovable property submitted by Group 'A' officers up to the level of Additional Commissioner of Income-tax and those submitted by Group 'B' Officers are to be processed by respective Chief Commissioner / Commissioner of Income-tax.
3. All the Intimations/permissions in respect of transaction in movable/immovable property submitted by Gr. 'C' officials are to be processed by respective head of office.
4. After processing as above a copy of the endorsement issued along with a copy of the Intimations/permissions and correspondences and document, if any, should be forwarded to this office within 15 days for personal file of Officer/Officials concerned.

  
(T. Vijaya Bhasker Reddy)  
Addl. Commissioner of Income-tax  
(H.Qrs)(Admn. & Vig), Hyderabad.

Copy to:

1. All Chief Commissioners/Commissioners & Addl. Commissioner of Income-tax in A.P. & Telengana Region.
2. Notice board in IT Towers, Aayakar Bhavan, Olympic Bhavan, Poshnet Bhavan & CGO Towers.