



Office of the Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
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FNo.PrCCIT/Estt/Misc/2019-20

Date:14.02.2020

OFFICE MEMORANDUM

Sub: Income Tax Department – Establishment matters - entry of details of family members of employees in Form No. 3 – Reg

It has come to the notice of the administration that Form no 3 containing details of family of employees are being taken on record by Heads of Offices in a routine manner without proper verification. The details furnished by the employees in the Form No. 3 form the basis for many benefits / reimbursement processed by the Government under various Rules viz, CGHS, CS (MA), LTC, CCS (Pension), etc. Thus, it is likely that any lapse in scrutinizing the submissions of the employees may result in the records being not in compliance with the Rules, and also may entail the Government exchequer to unsanctioned expenditure.

2.0 In this connection, all the Heads of Offices are hereby directed to take on record the details of family of an employee only after thorough verification. It may be ensured that the certificate for dependency of a family member has been issued by a competent Revenue Authority like Tehsildar, MRO etc and the same should be recent. The dependency may be reviewed periodically. It is informed that as per 7th CPC, the family member is dependent on an employee if his / her total monthly income from all sources is less than Rs.9,000/- plus applicable Dearness allowance. The Heads of Offices are further directed to allow any claim only as per the definition of "Family" under the relevant Rule. The employees under their control may be directed to update details of their family from time to time in case of any change. The instructions in this OM may be followed without fail.

3.0 These orders are issued with the approval of the Commissioner of Income Tax(Admn. & TPS), Hyderabad.

M. Mohan Babu
14/02/2020
(M. Mohan Babu)

Deputy Commissioner of Income Tax (HQrs)(Admn),
O/o Pr CCIT, AP & TS

Copy to:

1. All Heads of offices in AP&TS.
2. The ZAO, Hyderabad / Visakhapatnam.