



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

F. No. Pr.CCIT/4(8)/Estt/2019

Date:27/12/2019

**Sub:** Establishment – I.T. Department, Hyderabad – **Transfers and postings of SR PS / PS – orders – Issue of – Regarding.**

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**ORDER NO. 56 OF 2019**

The transfers and postings of the following Senior Private Secretaries are hereby ordered with immediate effect and until further orders.

SL. NO.	NAME OF THE OFFICER S /Sri /Smt.	TRANSFERRED FROM	TRANSFERRED TO
1	SITA LAXMI BAHADURSHA, SR PS	PR.CIT-7, HYDERABAD	CCIT, HYDERABAD
2	RAJANI GRANDHI, PS	CIT(AUDIT), HYDERABAD	PR.CIT-7, HYDERABAD

- All the Heads of Office are required to relieve the Officers under orders of transfer positively by **31/12/2019**.
- In case, any officer is being proposed to be retained beyond the above mentioned date, the Head of Office shall take prior written approval from the Pr.CCIT, AP & Telangana.
- 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.
- The Heads of Offices are directed to send separate compliance report on relieving and joining of officers from/to their offices latest by **03/01/2020**, for updating the data in records. The Head of Office should certify in the compliance report that proper handing over note has been given to the successor at the time of relieving of Officer. It is also to be noted for the APARs of the officials reporting to the officers concerned are completed and duly forwarded.
- The respective Principal Commissioners / Commissioners / Principal Directors / Directors of Income Tax shall make necessary additional charge arrangements for the vacant posts in their jurisdiction.
- All representation received, stands disposed off.
- This order is issued with the prior approval of the Pr.CCIT, AP&TS.
- Hindi version follows.

Sd/-

**(PEEYUSH SONKAR)**

Commissioner of Income Tax(Admn. & TPS),  
Andhra Pradesh & Telangana.

**Copy to:**

- The Officers concerned.
- The CCsIT, Hyderabad/ Vijayawada / Visakhapatnam and DGIT(Inv.), Hyderabad.
- All the Pr.CsIT/CsIT/Pr.DsIT/DsIT in AP & Telangana Region.
- All the Heads of Offices in A.P. & Telangana 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.
10. DD(OL), Hyderabad for translation.

*B. Srinivasa*

**(B. SRINIVASA RAO)**

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